



Jannali Netball Club

MANAGER'S DUTIES

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1. Introduction

Welcome as a manager for the upcoming netball season. On behalf of the Players, Parents and Association, the Club wishes to express great appreciation for the time and patience that it takes to manage a team. Thank you for making this commitment. We wish you and your team a fun, enjoyable and successful season.

Contact information

- The Manager's Coordinator is Bec Jameison
Mobile: 0422 177 687
Email: info@jannalinetball.com.au
If you have any queries throughout the year, please contact Bec.
If you have an unresolved issue during the season, talk to Bec **before** the issue becomes a problem.
- www.jannalinetball.com.au
The website is our primary means of disseminating information; please take the time to visit weekly for updates.
- Facebook Page Jannali Netball Club
The Facebook page has the most up to date information
- www.ssna.asn.au
The Sutherland Shire Netball Association website also has extensive information on all aspects of the season, including draws, wet weather updates, and player's clinics, carnivals, Code of Conduct and misuse of social media which may be of interest.
- www.playbytherules.net.au
This site provides tools and resources to address discrimination, harassment and child safety issues in sport. It is very worthwhile to be aware and sensitive to these issues in order to build a stronger playing community.
- http://jannalinetball.com.au/images/netball_nsw_code_of_behaviour.pdf
Please give each player this link or a copy of the code

The Manager's duties

The manager is essential for the smooth running of each team and the Club.

While the coach is primarily responsible for the game and training, the manager's responsibilities fall into three main areas:

1. Communication;
2. Organisation;
3. Game duties.

Manager's duties continue until the appointment of a new manager at team night, which is at the beginning of the following season.

2. Communication

The manager is the hub of all communication and communication is the key to a successful season and a happy team. It is the manager's responsibility to:

- Ensure that the contact details for their own team are up to date and that any changes are passed on to the Club Registrars promptly;
- Ensure that the communication method within your own team works for all parents or players (e.g. SMS, email, Facebook);
- For all teams up to and including 18s make sure that the communication goes to the parents (as well as the player if appropriate);
- Promptly pass on all emails/communications from the Club executive to their own team;
- Collect and collate any response from the team members and email this back to the executive if necessary
- Encourage parents and players to regularly visit the website, www.jannalinetball.com.au , Jannali Netball Club Facebook page
- Jannali Netball Club does not tolerate the misuse of social media such as Facebook and Twitter by members and associates. All players, coaches and managers need to be aware of web etiquette, personal responsibility and the ethics of posting information that can be viewed by opposing teams, umpires, officials and the general public.

Working with the coach

Coaches and managers need to work together well. The manager is the most important support for the coach.

Take time to get to know your coach and to discuss and clarify each of your roles and expectations.

Each manager and coach may have a preferred way of working and it is important to build a rapport early in the season. For example, clarify early who communicates with the players about training, organises the substitutes in case of illness, gives weekly players awards etc.

Players and parents

The manager also has a very important role to play in communicating with players and parents.

It is essential to establish rapport with all parents and players early in the season.

Some teams organise social events or playing clinics at the beginning of the season to integrate new players or at the end of the season to finish up.

Parents and players are often keen and willing to assist the manager.

The manager may delegate any role – e.g. scoring, organising a social event or carnival, attending committee meetings etc. – and this often helps the team bond and also reduces the manager's work load, but the manager retains overall responsibility.

3. Organisation

The manager is the main organiser for the team. Following are some of the main responsibilities.

Team photos

Team photos are organised by the Club Secretary. Further information will be sent to managers later in the season. The manager is responsible for collecting all monies and ensuring the team attends. Team photos are distributed at presentation.

Gear

- Please take care of the gear issued to you. You and your team are responsible for any lost gear as it is expensive to replace.
- The coach is responsible for the coach's kit including balls, while the manager is responsible for the manager's bag and kit, including bibs.
- At the end of the season all gear must be returned to the Gear Steward, together with a checklist highlighting items that need replacement. Please clean the balls and wash the bibs before returning them.
- It is very useful to have a small first aid kit (band aids etc.) and personal care kit (extra hair bands, hair pins, nail scissors etc.) at both training and game days. A kit is included in the manager's bag given to at the start of the season.

Training

Weekly training may be at the JNC netball courts at Sutherland Rd, Jannali, at Yala Road, Bangor or at Bellingarra It can be rather isolating on cold winter afternoons or evenings.

JNC advises that managers ensure that one adult (parents may take turns) in addition to the coach is in attendance during ALL training sessions.

If an injury or an uncomfortable situation arises then a second person is available to help.

In case of emergency a mobile phone should always be present at training and a list of emergency contacts for all players readily available. Again, a roster system may be useful to share this duty.

With junior teams it is essential to know who will be collecting players after training especially in winter.

No player may be left alone waiting to be collected. An adult must remain until all players are collected. This is the responsibility of the manager to organise, even if she/he does not attend training themselves.

4. Game duties

Commencement competition matches

The team managers are responsible for:

- Arranging a **roster for scoring and collecting the score sheet** from Control
- Scorers and umpires must sign the score sheets after the match
- Having a coin handy for the captains of each team to toss to decide who has first centre pass and choice of goal end
- Having their team assembled ready to take up positions as soon as the court is clear and the umpires are available
- Arranging a **roster** for oranges or mid-game refreshments, if required (this is often a nice bonding ritual for the players)
- Supporting the coach and players and Jannali umpires in any way necessary during the game.

Inspection of players

- Managers must check their teams before then sending the players to the umpires prior to the commencement of play
- Players are not allowed to wear any jewellery (including ear sleepers or watches).
- Fingernails should be short and rounded.
- Players must be in full Club uniform and wear identification patches at all times when on court. Socks must extend beyond the ankles.
- Chewing gum, sweets and glass drink bottles are not allowed on court.
- Ensure teams are ready to take up their positions on the court for the umpire's recognition and commencement of the game.

Scoresheets, scoring and timekeeping

The manager is responsible for:

- Arranging a **roster for** a responsible scorer for their match. This should be an adult, over 16 years old. Scorers from both teams should stand together near the centre of the court and jointly carry out the responsibility of scoring. Any team that does not supply a scorer or sign the score sheet must accept, without question, the score sheet as submitted by the opposing team. The same scorer must score the whole game for their team.
- The score sheet is returned to Control by the **winning** team.

Please note: The registrar will accept only scores recorded on the official score sheet.

Claiming a forfeit

A forfeit may be claimed if the opposition cannot field a minimum team of five players within five minutes of the start time, or if an umpire is not available within five minutes from start time.



Teams must have a minimum of five of their own players (not borrowed) on court for the entire game

Umpires

If your team is ready for play at the time set down and an umpire has not arrived, **one** person (not the coach or a player) should see an official at Control who will check on the umpire. Please tell them which club the missing umpire should be from.

It's a great idea for managers to take the time to say hello and introduce themselves to our JNC umpires before the game. A quick thank you after the game is also appreciated.

Under no circumstances are any parents or players to criticise or abuse the umpire. This will not be tolerated by the Club or by the Association, and may lead to disciplinary action.

Team captain, Manager and Coach can discuss issues with the umpire during a break in play.

Calling off the game

Only the umpire can call off a game. No team coaches, managers or spectators are allowed to make that call.

Spectator barracking

Clubs are responsible for their spectators. Encouragement in general terms such as "come on Jannali" or "well done Anne" is permitted but derogatory comments are not. The captain is the only person who may give directions for play while the game is in progress. Any girl heard swearing on the field should be reported to our Club by the manager. The player may be called before our own Club judiciary.

Should the manager feel that any situation is beyond their control, they should immediately contact the Control Room to arrange for a District Association Official to monitor the situation and take appropriate action where required. If there are problems with Jannali spectators or parents the matter should be reported to the JNC executive.

Wet weather

In case of wet weather on a playing day, managers should check the www.ssna.asn.au or www.jannalinetball.com.au or **JNC Facebook** websites.

All teams playing at Seymour Shaw may play wet weather games at Barden Ridge courts. The Association sometimes calls games off time slot by time slot depending on the weather so do not assume that if, for e.g., a 8am is called off that the 10.30 game will also be abandoned. Check throughout the day and keep your team informed.

First aid

All injuries or illnesses during play **must be reported to the first aid room** at Ground Control and the players and team noted in the book. This is essential for any future insurance claim.

Under no circumstances must a player with an open wound (i.e. bleeding) remain on the court. Furthermore, a player is not allowed to return to the court until the bleeding has stopped, and any blood-stained part of their uniform has been replaced.



Photo ID cards

Photo ID cards are part of registration for age groups 10 years and older. Please ensure that the "Photo Book" with team photos is at every match and available to the opposition to check before a match. In addition, managers should check photos of opposing teams.

Players who do not have their photo ID cards available at the start of a match cannot take the field. If you have borrowed a player from another team you **must** also have their photo ID card or they will not be allowed to play. Please return the photo to their regular team for its next match.

If for any reason you do not have the team photos at a match, "pink slips" can be obtained from Control but this takes time and must be completed before the start of the game, so if you don't have the photos, don't leave it until the last minute to go to Control or you may wind up having to forfeit.

Reports/results sheets

The Club presents an "Improvers Trophy" to junior (10 yrs. and above) teams who do not make the semi-finals but have made the most improvement from the first to the second rounds. To be eligible the team must also submit a weekly report to info@jannalinetball.com.au. The report is the responsibility of the coach though it may be delegated to the manager, parents or players.

The Association does not record scores for the 8s and 9s teams as the emphasis is on fun and learning. The Club recommends that no scores be kept for these teams; however that decision is up to the individual coaches, managers and teams. Scores for these teams should not appear in the report.

Match reports, notices and umpiring rosters will be available via our website and Facebook.

Registration

- The 8s and 9s teams play modified rules (Netta) netball.
- 10s teams play normal rules but without finals.
- All junior teams (up to 16 years) may register a minimum of seven and a maximum of 10 players per team.
- Senior teams (including 17/18 years) may register a minimum of eight and a maximum of 12 players per team. New players may be registered by the Club up and including until Day 7.
- No team can play an unregistered player. Fielding an unregistered player will cost the team 2 points from every game played so far during the season and the Team is subject to a **\$250 fine**. **If you do not have the player's photo in the photo book then they cannot play.**

5. Playing regulations

- Teams shall play with no less than 5 players registered in that team on the court at any time.
- Player positions are entered on the score sheet prior to taking the court.
- A player is now permitted to play in up to **2** competition games per round/day, one with her own team and another for a team in a higher grade in her own age group or an older age group.
- Players must be in full Club uniform and wear identification patches at all times when on the court.
- It is the manager's duty to see that they get the patches from all the players at the end of the match and keep them clean and wearable.
- When a club is fielding two teams in the same age and grade they **MAY NOT** borrow players from each other.
- To be eligible to play in semifinals, finals and grand finals, players must have played three times with the team.
Penalty for non-compliance is disqualification.
- Borrowing players is the coaches' responsibility but this is often shared for practical reasons with the manager. Specific regulations about borrowing can be found on the SSNA website (as they vary for each age group and grade). **No player may be borrowed without first seeking the permission of the borrowed player's coach.**

Playing of reserves, substitutes and late players

Late arrivals may enter the game only after play has been halted for an interval or after a goal has been scored.

The player must first notify the umpires before taking the court and must play in the vacant position until the next interval.

If the team is playing a substitute in the position of the late arrival, she must continue in the position until the next interval.

Substitution

Unlimited substitutions are allowed in any one game in the event of injury, illness or during an interval. At the time of any substitutions, playing positions may be changed.

The scorer should write the name of the substitution on the score sheet as she takes the court, not before.

Sufficient time shall be allowed for the opposition to make substitutions/changes in playing positions in response if they wish.

If a player is taken off and replaced by a substitute, she may return to the match, but will be considered one of the substitutions. Her name must go onto the scoresheet **AGAIN** as one of the substitutions (even when it is already there as one of the original playing team.)

For 8 and 9 year modified teams the following apply

In addition to the usual playing regulations 8 and 9 year teams may have unlimited players interchanged throughout the game at any of the quarters.

In modified rules games, players may return to the match.

Where there are 10 players, all players are to play at least two quarters each week.

All players **MUST CHANGE** positions at least once during the match.

The other information for 10 year and older teams also applies to modified teams.



Game awards (for junior teams only)

Each Manager is responsible for presenting team members with weekly awards. It has been the standard practice for Managers to ensure that each team member receives a Best Player award throughout the year. Encouragement awards are presented at their discretion.

As all children thrive on recognition, Managers should ensure that the weekly prizes are consistently handed out.

Attendance at meetings

Every team should be represented at the monthly Club meetings. Please ensure that this is done. One good idea is to have each parent (or senior player) attend one meeting each so that they can see how the Club runs and make their own contributions.

Meetings are held at 7:15pm on the third Tuesday of each month during the season at Club On East (aka SUS Club) East Parade Sutherland.

Working with children check

Until the enactment of the new legislation we are still working under the current "Working with Children" provisions. Coaches are legally required to complete this check. Managers, as they are not directly caring for the players, do not currently require this check.

Many thanks for volunteering and, after all this information, take a deep breath, count to ten and most of all enjoy your netball.

The players, the parents and the Club greatly appreciate your efforts, enthusiasm and commitment.

Have a great season!