



Club Roles

Title	Junior Team Manager
Position Summary	<p>To assist the coach in the efficient running and organisation of their netball team</p> <p>Provide a connection between the coach, players and their families, and the Club's Committee</p> <p>To promote all Club events</p>
Key duties and responsibilities	<p>Ensure you have a Working With Children's Check (WWC) and provide this, along with your contact details, to the Team Manager Co-ordinator</p> <p>Demonstrate an understanding of how to use Team App, and encourage all parents to subscribe to it (it's free) by joining the relevant access group, Team Chat group, and turning on all notifications</p> <p>Contact Club Administrators if you notice team members are not active in your Team Chat, or not responding to attendances for scheduled games</p> <p>Introduce yourself (in person) to all parents of your team at the commencement of the season (if possible). Send out an introduction/welcome message in the Team Chat section of Team App</p> <p>Encourage parents to advise you of any known absences from games as soon as possible, to enable the season schedule (captain and scorer) to be prepared and posted to Team App, when the fixture is released by EDNA</p> <p>Apart from being contactable on Team App, provide your team with alternative contact details for yourself and the coach eg mobile number, email address. NB: ONLY provide coach's details if they are an adult/senior coach. Personal contact details for junior coaches should NOT be disclosed</p> <p>Advise parents that non-attendance due to illness/injury should be communicated to you and the coach as early as possible to allow for replacements to be found if required</p> <p>Request that parents contact you or the coach if the player is running late to a game</p> <p>Create a "Schedule" on Team App – this is effectively a roster of the captain and parent scorer for each game. If your team is named as the "Home" team, the team will be listed first, and scoring includes collecting and returning the scoresheet from the Clubhouse. NB: At this stage, due to COVID and following Netball Victoria Guidelines, there will be no sharing of food (lollies, fruit)</p> <p>Team Managers may be asked to recruit parent volunteers/helpers from their team to assist with various EDNA or ENC Club activities eg BBQ's, fundraisers, pink/yellow vests</p> <p>Fixtures should be checked weekly to confirm there have been no changes (time, forfeits). This is rare, but has happened. Best to check essendon.vic.netball.com.au to view fixture</p> <p>Ensure correct uniforms are worn, and player exemptions are noted on scoresheets (player's name should be highlighted by EDNA so the umpire is aware of the exemption, and the player is not questioned)</p> <p>Liaise with relevant Committee members eg Team Manager Co-ordinator, Events Co-ordinator, Uniforms, Equipment</p> <p>Support all Club functions, especially the ENC Presentation Night, and encourage team attendance</p> <p>Attend the Annual General Meeting (AGM)</p> <p>Be accountable to the Team Manager Co-ordinator</p> <p><i>Continued next page</i></p>



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Key duties and responsibilities

(Continued)

Communication of Scheduled Games

Each game needs to be added to the “Team Schedule” in Team App, no later than the Wednesday prior to the game. The simplest way to do this, is by accessing Team App on a PC or laptop, and entering all of the season’s games at once. After entering the first game, the following one can be duplicated by selecting the “duplicate” button in the top right corner. This saves a lot of time, as not all details need re-entering (amending captain, scorer, court etc is easy). If you elect to enter the game details on a mobile device, duplications are not possible, rather all details need to be manually entered for each game. Either method works and is fine.

The details of scheduled games should include:

- Game date and time
- Warm up time and meeting place
- Court number
- Opposition team
- Captain
- Parent on duty – scoring and whether we are the home team, as the scoresheet needs to be collected from the Clubrooms
- RSVP’s should be turned on so players’ attendance is noted for the coach

Provide necessary information, training and support to scorers, if needed:

- First named team on the scoresheet is the ‘home team’; scorer for the home team is to collect the scoresheet from the Clubrooms at least 10mins prior to the start of the game
- Score for home games, supervise and stand with opposition scorer for away games
- Fill out the team sheet on game day, ensuring all players’ names are correctly entered, and complete quarterly positions
- Warning – if the above is not done correctly, penalty points are incurred and teams can miss out on finals as a result
- If there are any new players filling in, their registration details (address, phone number and DOB) must be noted on the back of the scoresheet

If the coach is not in attendance, someone with a WWC card with ENC stated on this card, can put their name down as coach

End of Season

There will be a Presentation Night at the end of the season. This is a great function for players and families, and it is highly encouraged that all teams, team managers, parents and families attend.

You may also like to organise your own team break-up.

Some teams also like to take up a collection to purchase a small gift of appreciation for their coach. This is by no means an expectation of the Club. It is entirely up to you.