



CDNA Team Manager's Information Guide

Thank you for volunteering to be a Team Manager this season. It is an important and vital role for the smooth functioning of our teams and club. To assist you in this role we have compiled an information guide to help you answer questions you may have about managing a netball team. Included in this guide is a "Getting started – Team Manager" "and A to Z Guide – Team Manager".

The purpose of the Team Manager is to manage the running of the team which allows the coach to focus entirely on coaching and training. As the Team Manager you are the first point of contact for the team and the liaison between coach, parents, players and the Committee. Your role is also to encourage and foster positive team morale and promote the Codes of Behaviour (developed by CDNA), that is, *all members involved in junior sport will support and nurture our young players.*

Getting started – Team Manager

Below is a summary of what you need to know to get started.

Start of the season

- Have a valid [WWC](#) linked to MNC.
- Create and distribute team contact details.
- Setup Team WhatsApp.
- Download MNC TeamApp – team.
- Create a roster for fruits/oranges and scoring.
- Check all players have uniforms.
- Check if any players will be away during the season.
- Confirm training details with the coach and inform players/parents.

Weather extremes – Cancellations

Game day

- In extreme weather all team members are still expected to report to the courts for their scheduled matches, unless CDNA advises otherwise (please see below).

Training

- On training day if the weather is extreme (refer to the [CDNA weather policy](#)) the Coach will decide if training is cancelled. In circumstances where the coach is unable to make a decision, the team manager will make the call. Please go to the *Training section* for further details.

Before the game

- Arrange fill-ins/borrow players if required.
- Email parents to remind them of rostered duties and game details for the coming week.
- If your team is forfeiting, advise CDNA before 6pm the day before the game. *Refer to the forfeiting section.*

Fill-ins/Borrowing players

- Fill-ins may be obtained from a younger age group, or from a section below in same age group (playing at an earlier time).
- Must have at least 4 players from own team (i.e. max 3 fill-ins on court).
- Player can fill in for another team max 2 times before she must move up to the higher grade.

At the game

- Check rostered parents are at the game. If first named team (home), ensures the scorer has collected and returned the scoresheet to the Court Supervisor's Office. If second named team (away), the scorer must stand with the other team scorer.
- Ensure all players are at the game.
- Players need to have nails trimmed or taped – trimmed nails not to be seen over fingertips – checked by umpires prior to each game.
- Only the coach is to call out instructions to the team. Parents are to cheer and encourage.
- No jewellery may be worn, but piercing must be taped with micropore tape (available at pharmacies)
- Wet weather – players are to attend the courts and the scoresheet is to be filled out. CDNA will decide if the game goes ahead.
- Blood - bleeding player must leave the court immediately. Can return when blood is covered/cleaned.
- Ensure first aid protocol is followed. *Please refer to the first aid section below.*
- Ensure injuries/incidents reported to CDNA following the game.

An A to Z Guide –Team Manager

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AREA	What is involved?
A	
ABSENT ON MATCH DAY – PLAYER	<p>Before match day As soon as a player is aware they will be absent on match day they need to notify:</p> <ul style="list-style-type: none"> ○ the coach by text/phone/email or any other social media used ○ team manager by text/phone/email or any other social media used ○ post on WhatsApp/preferred team platform <p>During match day If a player is absent on match day they need to notify ASAP:</p> <ul style="list-style-type: none"> ○ the coach by text/phone and ensure the coach has received the message ○ team manager by text/phone and ensure the team manager has received the message ○ post on WhatsApp/preferred team platform <p>Plan of action – borrow a player? As soon as you or the coach is made aware a player is absent on match day, please communicate with each other to discuss a plan of action, that is, do we borrow a player, who do we borrow etc.</p>
B	
BLOOD POLICY	<ul style="list-style-type: none"> ○ The game is stopped - the clock is not stopped. ○ Player leaves the court - substitution rules apply (with no time allowance). Only the bleeding player can be substituted and no other changes may take place by either team. ○ Play is resumed. ○ If the player has not been replaced on court, once cleaned and checked by the umpires, they may return to the court at any stoppage (after goal scored, injury or interval). At 11/U level, umpires may use their discretion with allowing players back onto the court at any time.
BORROWING PLAYERS	<ul style="list-style-type: none"> ○ If a player is absent on game day, it is up to the Coach to decide if an extra player is required. The coach will inform you of their decision and required action. ○ A player can only fill in for a team in a higher grade of the same age or a higher age division e.g. U15/1 can borrow from U15/3 and U17 can borrow from U15. ○ A player can fill in twice for a 2nd team, if they play a third game they then belong to the 2nd team ○ To get on court you must have at least 4 players from your own team (i.e. max 3 fill-ins on court) to play. <p><i>CDNA Bylaw s16</i></p>

BY LAWS	<ul style="list-style-type: none"> ○ The Club abides by the Caulfield and District ByLaws. In this document you will find the rules governing competition, cancellations, borrowing players, forfeits delegates meetings, fees, weather extremes and other important information relating to playing netball at CDNA.
<h1>C</h1>	
CANCELLATIONS	<ul style="list-style-type: none"> ○ When games are cancelled on account of a factor beyond the control of the relevant individual teams or clubs (e.g. power outage, or other extenuating circumstances, weather or some other cause) the match will be deemed a draw. ○ Unless the cancellation of matches is posted in the news feed on the CDNA website, <u>all teams are expected to report to the courts for their scheduled matches.</u> <p><i>CDNA Bylaw s16</i></p>
CHILD SAFETY	<ul style="list-style-type: none"> ○ MNC as a Club and each team will abide by the Child Safety in Code of Conduct and WWC. <p>Child Safety Code of Conduct WWC</p>
CODES OF BEHAVIOUR	<ul style="list-style-type: none"> ○ MNC as a Club and each team will abide by the Codes of Behaviour Policy. 'The Codes of Behaviour provides the basis for fair play for young people and encourage fun, friends and a safe environment' ○ Provide encouragement and support to coach and players ○ If during a game/training a spectator is causing disruption please report this to the Official Court Supervisor or directly to the CDNA Office and notify the Club as soon as possible.
COMMUNICATION	<ul style="list-style-type: none"> ○ Set up a WhatsApp group to inform your team of the roster, fixture, game details, training cancellations, clinics and other important information. ○ Download the MNC TeamApp for MNC updates, news, access to Club forms, weblinks and other information. ○ Encourage your team to download the MNC TeamApp. ○ Forward information from the Club and CDNA to your team. ○ Any parent queries you cannot answer, please send an email to the Club via email at info@mckinnonnetball.com.au.
CONTACT LIST	<ul style="list-style-type: none"> ○ Create a contact list for parents and players with phone numbers, names and email addresses and distribute to the team. ○ Keep a copy of the contact list in the team bag.
<h1>D</h1>	
DRESS CODE	<p>Before the games starts</p> <ul style="list-style-type: none"> ○ All players must wear their Club's nominated uniform including positional bibs, white or black socks and suitable netball footwear.

	<ul style="list-style-type: none"> ○ Ensure nails are trimmed or taped – trimmed nails not to be seen over fingertips – checked by umpires prior to each game. ○ Only the coach is to call out instructions to the team. Parents are to cheer and encourage. ○ No jewelry – piercings must be taped with appropriate fabric tape if unable to be removed. <p><i>CDNA By Laws s11</i></p>
E	
END OF SEASON	<ul style="list-style-type: none"> ○ Advise team MNC annual celebration and RSVP to the Club to advise numbers attending from the team. ○ Organise a present for the coach. ○ Organise an end of season or end of year dinner for the team and parents.
EMERGENCY PROCEDURES	<ul style="list-style-type: none"> ○ Emergency phone numbers - ambulance, police and an emergency procedure plan is to be displayed at the Association venue and in the first aid kit. <p><i>CDNA By Laws s25.4</i></p>
EQUIPMENT	<ul style="list-style-type: none"> ○ Each coach is provided with a Coaches Bag for use at training and the game. The bag contains: <ul style="list-style-type: none"> • 5 Netballs • drink bottle holder • first aid box • training bibs <p>If any of the equipment needs to be replaced please email the club at info@mckinnonnetball.com.au</p>
F	
FORFEIT	<ul style="list-style-type: none"> ○ If there are less than five (5) players available on game day please notify as soon as possible: <ul style="list-style-type: none"> • CDNA on 0409 022 093 and email the Association office@cdna.net.au, and; • the Club on 0404652494 and email them at info@mckinnonnetball.com.au ○ To avoid a fine and other penalties CDNA need to be notified by 6pm the day prior to competition. ○ By law 17.3 states “if a Team or Club notifies the Association office by 6pm on the day prior to competition...of its intent to forfeit, no penalty will be imposed.” <p><i>Caulfield and District By Laws s17</i></p>

I

INJURY

- Any on court player can call time for an injury. The injured player must leave the court immediately where possible. The umpires will assess the situation and allow the coach to help remove the player.
- Approach a CDNA official for assistance, as they will arrange a qualified First Aid Officer to tend to the injury.
- Blood – bleeding player must leave the court immediately. They can only return when blood is covered/cleaned.
- All individual teams are responsible for recording all injuries of the player (or players' guardian for players under 18) on the rear of the scoresheet.

Caulfield and District By Laws s25.1, 13.4, 13.5

M

MEETINGS/ INFORMATION SESSIONS

- Attend the MNC Coaches and Team Managers information session
- Attend CDNA delegates meetings as required

N

NETBALL VICTORIA MEMBERSHIP

- An off-the-court membership product is offered to those Association members that have an off-court role. This applies to and can include **Team Managers**, Committee members, administrators, volunteers, parents and spectators.

Caulfield and District By Laws s6.1b

R

REGISTRATIONS

- Remind players/parents when registrations are open for each season as advised by the MNC Committee.

S

SCORING

- If your team is the first named team (home team), your scorer has to collect the scoresheet from the Court Supervisor's Office. If second named team (away team), your scorer must stand with the other team scorer in the square box.
- If you have a Borrowed/Fill-In Player you must do the following:
 - on the front of the scoresheet write the player's name and the position(s) they player
 - on the back of the scoresheet write the player's details (full name, D.O.B, NV number and original team) and under the "Borrowed/Fill-In Players Details" section write the position(s) they played.

CDNA How to Fill a Scoresheet, Caulfield and District By Laws s14

T

TEAM ROSTER	<ul style="list-style-type: none">○ Create a parent roster for scoring games and fruits/oranges (coaches not included in the roster).○ Circulate the roster at the beginning of the season.○ Post a reminder a few days before the game – who is scoring and is on fruits/oranges.○ In the roster include game match details and if the team is playing away or home.○ Fixture available at CDNA website
TRAINING	<p>Coach It is important to support the coach, so the coach can focus on training and nurturing the team.</p> <p>Cancelling training <i>Extreme weather conditions</i></p> <ul style="list-style-type: none">○ On training day if the weather is extreme (refer to CDNA weather policy) the Coach will decide if training is cancelled. In circumstances where the coach is unable to make a decision, the team manager will make the call.○ You will inform players/parents through WhatsApp/Snapchat or chosen social media platform.○ MNC'S definition of extreme weather conditions is in accordance with the guidelines set down by Netball Victoria and as adopted by CDNA. BOM website is used as a reference. <p><i>Training cancelled due to unforeseen circumstances</i></p> <ul style="list-style-type: none">○ Coach to advise you.○ You or the coach will Inform parents/players through WhatsApp/Snapchat or chosen social media platform. <p>CDNA Weather Policy</p>

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UNIFORMS/MERCHANDISE	<ul style="list-style-type: none">○ Uniforms, club hoodies, socks and beanies are available for purchase through the club.
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WEATHER POLICY	<p>MNC Club abides by the CDNA Weather Policy.</p> <p><u>Game day</u></p> <ul style="list-style-type: none">○ In extreme weather all team members are still expected to report to the courts for their scheduled matches, unless CDNA advise otherwise. <p><u>Training</u> Please refer to training section <i>Caulfield and District By Laws s15, s19 and s25.5</i></p>
WORKING WITH CHILDREN WWC	<ul style="list-style-type: none">○ Obtain and keep a current Working with Children Check (as required by the Working with Children Act) linked to McKinnon Netball Club Inc.

