



IVANHOE NETBALL CLUB

TEAM MANAGER CHECKLIST 2015

WELCOME

**Remember INC's Registrar can help you with any questions you have – please contact via our website.

1. Communication

- The TM is the primary point of contact between parents and the coach:
 - concerns regarding training, playing time, coaching style, players, team behaviour etc in the first instance should be raised with the TM.
 - If the matter cannot be resolved, the TM should contact INC's Registrar who can give guidance on INC protocols or make suggestions.
 - If there is a problem with spectator/player/umpiring behaviour at the match, notify the Competitions Office at the venue your team is playing at - and please inform the INC secretary so we can assist.

- The TM is also the primary team contact between the INC committee and parents/players in your team: it is very important that TM's distribute club information to all players/parents in a timely manner.

2. Ensure smooth running of training and matches

MATCHES:

- organise a scoring roster and distribute playing fixture
- organise MVP & coaches award (not applicable for u/9 and u/11 teams)
- support coach by assisting with equipment and first aid at training and match
- TM's should familiarise themselves with the playing rules
- arrange alternate playing bibs where INC uniform clashes
- advise players to arrive 15 minutes before to allow an appropriate warm up
- ensure all equipment is safe, the first aid kit is ready for use and the players have their own drink bottle

TRAINING:

- book training venue: as INC doesn't have a 'home training venue' TMs need to book/organise a training venue. Options:
 - train at players local primary/high school;
 - book an indoor venue – please visit our website for suggestions.
- there must be two adults at training sessions – organise a roster if necessary. The additional adult can assist coaches with the training session. Legally there needs to be another adult in case of an accident or injury.

- ensure all equipment is safe, the first aid kit is ready for use and the players have their own drink bottle

3. **Team administration and payment of fees:**

- complete team entry form following the instructions
- ensure all team members have paid and returned to you a signed Player Participant Agreement and medical form
- receive money from players for fees, uniforms and any club functions and handing the money to the treasurer or transferring into the INC bank account.
- INC requires all coaches to have Netball Victoria Insurance which TMs arrange to be paid for by players (the NV Insurance fee is very nominal if it is distributed amongst eight or more players)
- all coaches must have a current Working with Children's Check – this is free and can be completed online. There is a link available on our website.
- **Manage season fees:** (note the INC secretary will help and guide TMs with team registration and associated fees throughout the year):

Annual fees: player club fee = \$10 (this includes new members joining mid season)
Netball Victoria Insurance (note players only pay this once per year regardless of how many teams they play in)

Season fees: training venue if applicable (direct to venue)
team entry registration fee (pay to INC)
weekly team match fee (direct to competition office)

Emergency players: TMs need to ensure emergency players either have VNA insurance or a daily fee can be organised and paid through the venue's competition office to cover the player.

Organise present for coach: include an amount in the beginning of season

- For ease of record keeping it is requested that all INC payments be made into INC's Bendigo Bank account:

Bendigo Bank

BSB 633-000

Account No: 139523047

NB: Player's name and Invoice No. as reference