

INC Team Manager Role

January 2018

THANKYOU for taking on the Team Manager TM role for Ivanhoe Netball Club.

INC relies on parents to generously volunteer their time to take on the TM role and we appreciate your involvement. Our focus at INC is for all players, coaches and families to enjoy their journey with our wonderful and successful club.

Below is a checklist of duties for the role of the team manager to help you through.

- Please email the club at ivanhoenetballclub@gmail.com to confirm the team in which you are managing and we will ensure our details are updated.
- Check the website www.ivanhoenetballclub.org.au for the names of the players in your team, training time and venue.
- Email the club if you do not have the parent's emails and mobiles and we will email you the required information.
- Make contact with the coach of the team to let them know that you are the TM for their team. It is important for the coach and TM to work together. The club will supply you with the coaches details if needed.
- The club encourages the use of email to correspond with parents as most of the information INC send is via email. Setting up a group text is also encouraged to keep parents informed.
- The club **does not** send correspondence direct to parents, only to team managers and coaches. Therefore, we rely on the TM to forward information on to parents. This will include information on teams, training, fixtures, coaches and player clinics and presentation day. This is the most important duty of the TM is to keep parents informed.
- Included in each season fees is a coaches gift which is a gift voucher organized by the club. It is the responsibility of the TM to arrange to collect the voucher from a committee member towards the end of each season and pass on to the coach on behalf of the team.
- Individual teams may like to celebrate the end of season by having a breakup. This is a great way to acknowledge the hard work of the coach and great team bonding. This is generally organized by the TM.
- INC host an annual presentation day which we strongly encourage all players and parents to attend. It is to celebrate the year and acknowledge

the hard work of our coaches. It is the role of the TM to RSVP via email on behalf of the team how many players are attending.

- Please advise the club via email if there has been any player that has been unable to continue. We will make contact with the coach and/or TM to discuss and seek an additional player if required.
- The coach or TM cannot put a new player into a team unless that has been discussed with the INC Head Coach, Julie Hibberd. INC have an ongoing waiting list and teams that require additional players must contact the club.
- If you have any enquires from new players wanting to join INC, please advise them that they must email the club or go onto the INC website and leave their details. A committee member will respond to acknowledge their intent to be placed on the waiting list.
- If for any reason you are unable to continue with the TM role, please ensure you email the club and let us know if you have found a replacement and their contact details. Updating our details is key to ensuring our parents are being updated with information.
- Towards the end of each season, an email from the club will be sent advising the process for the players to re register with INC for the next season. With the introduction of Mynetball, we are still streamlining this process but the TM will be updated to forward to parents.
- Please remember that our friendly committee are always available if you need any assistance. We strongly encourage you to let us know if you have any questions or concerns. We are here to help!
- The success of the club is a great TM, thank you from all of us at INC!

Have an enjoyable season
GO INC!