

DOUBLE BAY DIAMONDS NETBALL CLUB TEAM MANAGER GUIDE



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Introduction

Thank you for taking on the role of Team Manager for a Double Bay Diamonds Netball Team. The role of a Team Manager is very important to the smooth running of the season and acts as a liaison between the Executive, the coach and the team parents and players.

The purpose of this document is to provide you with information to assist you as Team Manager. Should you require any further information or support, please reach out to the club executive team.

General Information

The Executive will create a WhatsApp group for ease of communication with your team. Selected Executive Members will be included in the team chat.

You will be provided a Team Managers bag which will contain a set of bibs and a clip board. Please ensure that it is brought to each game and returned to Double Bay Diamonds at the end of the season. You will also need a pen and clipboard for scoring.

You will be provided Player of the Match vouchers from our sponsor Chargrill Charlie's. Please ensure these are brought to each match and that the team has enough to award one player each week.

First Aid kits are not provided by the club, but we would appreciate if you could equip yourself with basic first aid for netball ie. waterproof Band-Aids, tape and nail scissors.

Players must remove all jewellery and have their nails clipped short. Earrings are also not allowed, and the rules of netball don't allow them to be covered by tape. Please ensure all players are reminded of this prior to the first game.

All Team Managers are required to register with Play HQ at the start of the season.

We would encourage all Team Managers to obtain a Working with Children Check.

Weekly Responsibilities

Our coaches plan their sessions in advance. Please confirm training numbers 24 hours prior to team training session. This may be done via a poll in the WhatsApp team chat.

Send out a notification of game day details, who we are playing, court number, warm up meeting point and meeting time.

Notify the coach of availability of players for matches. This can be done via a poll in the team WhatsApp team chat.

Notify the appropriate executive and coach should the team not be able to field a team of 7 players. (please see below – Substitute Players).

Relay any relevant information from the Team Managers WhatsApp Chat to the team chat.

Game Day Responsibilities

Warm up

The team coach will be responsible for the team warm up. Should the coach have a coaching or umpiring commitment in the timeslot prior, they will provide a suitable warm up to be conducted by yourself or another parent.

The warm up must include the Netball Australia Knee Program.

[The KNEE Program - Netball Australia](#)

Player Positions

It is the responsibility of the coach to determine player positions. If the coach is committed to the time slot prior, they will provide the starting positions to the manager prior to the match to assist in getting the players ready to play.

Please do not assume player positions. If they have not been provided, please contact the coach to confirm.

Score Cards

The score card will be on a clipboard in the centre circle of the court on which you are playing.

A scorer will be nominated from each team. The team appearing first on the draw and score card is responsible for scoring. Both team scorers must stand together to ensure that the score is kept correctly.

Every player from both your team and your opponent's team must sign their names on the score card. Their signature must be their name and surname **written out** ie not a signature. This same method must be done weekly thereafter. **Take a photo of this on week 1 to ensure continuity.**

The team captain must also sign the card. It may be up to you who it is although usually the DBD coach will assign a captain weekly, it doesn't matter which player signs as captain, as long as it is completed.

Please ensure both umpires and both scorers sign.

The scorer of the winning team is responsible for returning the score card to control tower at the end of the match.

Substitute Players

Should your team not have 7 players available to play a substitute player can be sourced from another team.

Players can play an additional game to their own team game provided the team they are filling in for does not have 7 players and is a higher age group and/or division.

There are other provisions such as how many times a player has filled in and age restrictions etc, so all substitute players will be provided/approved by the relevant Double Bay Diamonds Executive Member.

Forfeits

As a club we will do all we can to prevent a team from having to forfeit. Please provide as much notice as possible should a replacement player be required.

Any teams needing to forfeit must contact the club secretary for approval. Forfeits need to be communicated by the DBD Secretary by 5pm on the Friday night prior to the scheduled match.

Please contact gabby@highperformancenetsball.com.au regarding forfeits.

If your opponent forfeits, you will be notified as soon as possible and we need to mark the scorecard accordingly. Players are not required to be listed on the scorecard. Players can play another game (and will be credited as one game). If you aren't at Heffron (as you aren't playing), make sure the Convenor is aware so the scorecard can be marked accordingly. Please follow up to check this has been done.

Wet Weather

Trainings

The relevant Executive team member (Secretary, President or nominated delegate) will make a call on wet weather for team trainings, in conjunction with the coaches. Team managers will be advised if it is cancelled on relevant WhatsApp chats. As games sometimes proceed in the rain we will sometimes also train in the rain. If parents are not comfortable sending their child to training in light rain, they are entitled to make that decision for the child in their care only.

Games

RNA decides on games proceeding in wet weather. Please ensure that players know they should turn up to games regardless as sometimes wet weather calls are made in

close proximity to the game starting. Once the DBD Executive has been advised of a cancellation by RNA team managers will be updated via the Team Managers WhatsApp chat.

Double Bay Diamonds Socials and Social Media Guidelines

We love to celebrate our teams and have both a Facebook and Instagram page where team managers can post game results, weekly player of the match, or other positive team content. Posts will be reviewed and approved prior to being posted publicly.

As per the guide on the registration form and our By-Laws, parents or players not wishing to be included in social media posts are encouraged to advise the Team Manager prior to the start of the season.

Double Bay Diamonds are guided by the social media policy for Randwick Netball Association.

[RNA-Social-Media-Policy.pdf](#)

Thank you for your commitment and support of the Double Bay Diamonds netball club and its members. You make a meaningful and appreciated contribution to the team's success!