Dear Secretaries,

Please pass on the following information to all your club members, families, players, officials etc.

The SAUCNA Board has been fielding a number of queries from clubs in relation to COVID protocols for the upcoming winter season. While we are all looking forward to further relaxations of COVID restrictions, **nothing has changed since the end of the summer season**.  This means that:

       For games at the Association courts in the city, the existing COVID Management Plan remains in place and is unchanged. Attendees will still need to do exactly what they have been doing for the past couple of seasons so we remain compliant with the CMP. This also means we require Marshalls, QR code check-in continues, manual back up sheets used in summer also remain in place and must be handed in with your scorecard, and the four rendezvous points will again be in use to manage changeovers between time slots.

       In relation to the Association courts, we remain bound by the requirement to only have one parent/caregiver per underage player, and one spectator per adult player in order to keep our total numbers as low as possible. A reminder that those holding official positions (coach, team manager, scorer, primary carer) are not counted in the numbers, so if you happen to be scoring one week, you can bring another spectator for that week only.

       For suburban courts, assuming you will have under 1000 people in attendance at any one time, you still require a COVID Safe Plan and QR code check-in (plus a manual back up for those who can’t use the QR system). If you believe you will exceed the 1000 threshold then you will need to apply for a COVID Management Plan via SA Health.

There has of course been much speculation about what will happen with COVID restrictions following the recent change in government. For now, however, we must continue to abide by the restrictions that we are all accustomed to. The Board finds this as frustrating as many of you all surely do, and we too are fatigued by it all. However, we are hopeful that the coming weeks will see a relaxation in the restrictions so that we can return to normal. Until that happens, the law is the law and we must continue to abide by it.

Best wishes to you all for the coming season.

**WINTER 2022**

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Description automatically generated with medium confidence

**Coaches Manual**

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**SMAA Netball Club**

**WINTER SEASON**

**GENERAL INFORMATION**

St Michael & All Angels Netball Club Inc (SMAA) is affiliated with South Australian United Church Netball Association Inc (SAUCNA).

**CLUB CONTACTS**

Please refer to the committee list below for a list of important numbers. Generally, your first point of contact should be with our Admin Officer. However, on game day (home games) please contact the court supervisor (wearing a yellow jacket), who is located in the canteen, with any queries.

|  |  |  |  |
| --- | --- | --- | --- |
| **NAME** | **POSITION** |  | **CONTACT DETAILS** |
| Ali Wilson | President  Complaints Officer  (Executive Committee) | E:  M: | president.smaanetballclub@outlook.com.au  0402 402 924 |
| Judy Finck | Vice President  (Executive Committee) | E:  M: | [Judy\_finck691@hotmail.com](mailto:Judy_finck691@hotmail.com)  0417 823 078 |
| George Kargas | Treasurer  (Executive Committee) | E:  M: | [gkargas@bigpond.net.au](mailto:gkargas@bigpond.net.au)  0421 542 608 |
| Melissa Finck | Secretary  (Executive Committee) | E:  M: | [melissa\_finck@hotmail.com](file:///C:\\Users\\Peter\\Documents\\SMAA%20NETBALL\\melissa_finck@hotmail.com)  0408 821 209 |
| Melissa Breen | Junior Coordinator | E:  M: | [melissa.breen696@schools.sa.edu.au](mailto:melissa.breen696@schools.sa.edu.au)  0438 840 829 |
| Craig Taylor | Equipment Officer | E:  M: | [craig.taylor@asc.com.au](mailto:craig.taylor@asc.com.au)  0438 134 953 |
| Georgia Taylor | Senior Co-Ordinator | E:  M: | georgiataylor2121@gmail.com  0429039998 |
| Morgan Taylor | Social Media | E:  M: | [morgangtaylor035@gmail.com](mailto:morgangtaylor035@gmail.com)  0429 556 646 |
| Zoe McIntlock | Senior Co-Ordinator | E:  M: | zoemcclintock@outlook.com  0432226529 |
|  | **2022 SMAA HELPER** |  |  |
| Kerryn Winkley | Administration Officer | E:  M | [admin@smaanetballclub.com.au](mailto:admin@smaanetballclub.com.au)  0411 811 236 |
| Ali Wilson | Summer Co-Ordinator | E:  M | [summer@smaanetballclub.com.au](mailto:summer@smaanetballclub.com.au)  0402 402 924 |
| Dean Lawrance | Court Supervisor | E:  M | deano@iweb.net.au  0412 766 226 |
| Judy Finck | Umpire Co-Ordinator | E:  M: | [Judy\_finck691@hotmail.com](mailto:Judy_finck691@hotmail.com)  0417 823 078 |

**COMMUNICATION - INTERNAL**

As our club continues to grow it is important to maintain open communication between the club, coaches, team managers, players, parents and umpires.

Our main source of communication is via email, Facebook and SMS. Please ensure all parents/players are aware of the SMAA Facebook page regularly check emails.

Parents/players are required to and update any changes to their contact details via their electronic player profile.

The SMAA website (launched in March 2014) is an integral part of our communication process, as is Facebook.

**COMMUNICATION – SAUCNA and OTHER CLUBS**

**IMPORTANT:** In the event of an incident occurring whilst competing for our club you feel needs to be more formally addressed, please report to our club first.

We can then approach either the association or the other club on your behalf to resolve the issue and / or report the incident. SMAA keep a record of these incidents and strive to provide a safe and encouraging environment for all participants:

A streamlined incident and reporting process is being adopted by SAUCNA for the Winter 2022 season and the president will take responsibility for handling all internal and external match complaints for the club this year.

[www.smaanetballclub.com.au](http://www.smaanetballclub.com.au)



www.facebook.com/SMAANC

**UNIFORM**

All players must be in correct uniform to take the court.

**Correct Uniform** consists of: Club dress, club shorts, appropriate non-rubber soled shoes, white socks (club socks are available but not compulsory).

Loan dresses available for short term use. A deposit of $50 is required and refundable upon return of the dress. New dresses will take 4-6 weeks to order through our provider - Blackchrome.

Nails must be short, no jewellery (no tape allowed), no bike pants (except those official to the uniform), no hard hair clips.

A medic alert must be approved by SAUCNA and covered by a sweat band – see SAUCNA website for details.

Boys must wear t-shirt and shorts the same colour as the dresses.

If two opposing teams have similar colour uniforms, it is the responsibility of the **home team** to use a different coloured bib. These bibs are kept in the equipment room. Please wash and return the bibs at training the following week.

**PLAYER AWARDS**

**I AM ALSO READING UP ABOUT THIS AS I THINK COACHES MAY BE ABLE TO ENTER THIS AS THEY GO. IN PLAYHQ.**

Two awards per team are presented to players in our U11 and up teams. These awards can be for Best Player, Best Team Spirit, Most Improved, Coaches Award or similar that the Coach would like to acknowledge. As a Coach you will need to determine how these awards are chosen throughout the year.

Suggested approaches;

* Coach and/or Team Manager makes the decision for both awards
* Team may ask the opposition to choose best player each week
* Players could vote for “Best Team Spirit” or “Players Choice” at the end of the season

**CANTEEN AND BBQ**

The operation of our canteen and BBQ relies on the work of volunteers and is a major fund raising source for our Club.

Each week teams playing on Court 5 are allocated canteen duty and teams playing on Court 4 will be allocated BBQ duty. This involves supporting canteen staff or cooking and serving sausages and onions at the BBQ.

These duties are arranged so that the volunteers can still view the game.

If your team is rostered for canteen and BBQ duty a parent must be available 30 minutes prior to game commencement.

If your team is playing at 12:30 pm you will be expected to start the BBQ. If your team is playing at 3:30 pm you will be expected to clean the BBQ plate and utensils and pack it away.

It is suggested that Team Managers roster two parents for BBQ/canteen duties. Please don’t roster yourself for this duty.

COURT SUPERVISOR ROLE

If you have any questions or concerns on match day, or if you require first aid assistance, please refer to the court supervisor. The court supervisor will be wearing a Hi-Vis jacket and will be located in the club rooms. The Court Supervisor’s duties include ensuring players and spectators behave appropriately and ensuring the safety of umpires, providing understanding of the netball rules if clarification is sought and assisting in the administration of first aid.

**RULE CLARIFICATION**

If you would like to clarify any umpiring decision or rule a Netball Rule book is kept in the canteen but please do not remove. You can also contact our club Umpire Coordinator if you need any further assistance.

**CLUB FUNCTIONS**

Several times during the season we hold various functions including club nights. The Team Manager is responsible for promoting these events to the team. Further information about these nights will be posted on our website and Facebook, as they arise.

**AWARD FUNCTION**

To celebrate the Winter Season we hold a special function which is planned for the Saturday after the Grand Final. A decision has not been made yet about the style of function this year. We will let you know ASAP.

**SMAA PLAYER REGISTRATION AND FEES**

Fees are set by the committee following the AGM each year.

The Fees and refund policy are clearly displayed on the website at the time of registration.

It is the players (or guardians) responsibility to register online and pay their fees.

Fees are due (or a payment plan negotiated) prior to a player trialing. SMAA adopts a strict ‘no pay – no play’ policy, with all un-financial players prohibited from taking the court.

All players must be fully financial by the end of the minor rounds. Failure to complete fee arrangements will result in the player not being able to participate in the final series or presentation night.

The treasurer or admin officer will inform you if any of your team players are un-financial.

FILL-IN PLAYERS

If you have a fill in player that is not currently playing for SMAA, the player must be registered prior to taking the court. Please email the details (Full name, DOB, contact details: address, phone, email) to [admin@smaanetballclub.com.au](mailto:admin@smaanetballclub.com.au)

Can they do this via PLAYHQ?

**PLAYER MEDICAL CONDITIONS**

A condition of registration is that the players/guardians complete the online medical information. Without this information we cannot let players take the court, as a duty of care. Please be aware of this duty of care if you have any players on your medical information reports, who haven’t completed this information.

Players are required to have any necessary medication with them at trainings and games.

I need to provide them with medical conditions once we have allocated all players to teams after grading. Unfortunately coaches/TM don’t have access to this via PlayHQ.

**PLAYER DATABASE MANAGEMENT**

It is the responsibility of the player to ensure that their contact information (and other relevant data) is kept up to date. This information cannot be updated by the club for privacy reasons.

Players are given a password when they register online. They can then log into their player profiles and maintain any information as required.

Coaches and team managers can log into their portal and view players details.

**SAUCNA INFORMATION**

**REGISTRATION OF PLAYERS**

* Regular players in a team MUST be registered in the online system PRIOR to the first match.
* These players are not required to sign an Association registration form however it is the club’s responsibility to ensure that each player signs an agreement to abide by the club policies and the constitution and policies of SAUCNA
* The club secretary signs the Association Confirmation form acknowledging that this agreement has been made by all regular players for the club.

**REGISTRATION OF FILL-IN PLAYERS**

* Ideally players should be registered in the online system PRIOR to them playing. This avoids playing a player who may be registered for another club
* If the registration of any player is not lodged ONLINE by the due date, then the team could forfeit the points for the match in which such player took part and after that time all matches played by the player’s Club could be forfeited until such registration has been received
* The Association Registrar shall notify the Club Secretary should a club become liable to forfeit because of unregistered players.

**TEAM RE-GRADING**

In all grades, re-grading will be considered after Round 7 matches for 8 team grades and Round 5 matches for 6 team grades are completed

Updated programs will be available on the SAUCNA website

**MATCH COMMENCEMENT & DURATION**

* All matches are to start at their appointed time
* If five (5) team players are present, play MUST commence
* A grace time of up to 15 minutes is allowed for the minimum number of five team players to be present
* Any team not prepared to start within 15 minutes of the scheduled time shall forfeit the match, unless the relevant subcommittee decides otherwise
* This grace period extends to umpires travelling to a match from suburban or Association courts
* A team cannot commence or continue play with less than five players. Penalty: Match Forfeit
* U8 and U9 play 4 x 12 minute quarters
* All other grades play 4 x 15-minute quarters
* All grades will have a 3-minute break at ¼ and ¾ time and a 5-minute break at ½ time.

**SCORE CARDS**

* The **White** score card is the Official Card and must be used the Home team
* The **Blue** score card is the check card and must be used by the Visiting team
* In the event of a discrepancy between cards, the White (Home) card will be accepted as recording the official result
* Do NOT make alterations to a card after the match
* Umpires sign that they officiated the match and do NOT comment on the score discrepancy
* A team consists of up to 12 players
* Player’s names must be entered on the score card prior to the match commencing and player positions MUST be entered for each quarter
  + names must be recorded **exactly** as they are on the SAUCNA registration
  + For example: if a player is registered as Madeline Smith she should not be recorded on the score card as Maddie.
* A player who becomes available to cover an unexpected delay or injury may have their name added to the scorecard after the match has commenced
* If a player does not take the court, then the name must be crossed out
* No changes are permitted to either card in the case of discrepancy
* Both team captains’ must sign the scorecard
* Record a “C” next to the captain’s name on the scorecard
* The scorer is required to record their name and club
* Spare score cards are kept in the canteen if required

**SUBMITTING THE SCORE CARD AFTER THE GAME**

**I am reading up on this at the moment through PlayHQ as team managers may be able to enter their own scores.**

The Scorecard need to be handed in at the end of your game.

All score cards need to be photographed front and back and texted to Ali Wilson on 0402 402 924.

All suburban and home game scorecards need to be put in the **Marleston Letterbox,** which is located near where you enter the venue.  If the front gate is closed, you can pop it in the letterbox from the outside.  If returning the scorecards to Marleston; this needs to be done no later than 5:30pm on game day.

If you are playing on the Association Court’s, the Scorecards can be left in the SAUCNA Office.

If there is any problem with the scorecards please contact **George Karas 0421542608.**

**Returning the scorecards on time is important.** We are required to enter all SMAA (home and away) game results onto the SAUCNA website by a certain time. Fines apply if we do not reach the deadline. The original cards are then sent to the SAUCNA Scores Recorder following all games each week. This allows the premiership tables on the association website to be updated by the Monday.

You can view the Premiership Tables on their website [www.saucna.net](http://www.saucna.net)

**CLUB POLICIES**

**COURT TIME POLICY**

**All players must be given relatively equal court time over the minor rounds**

* Relatively equal court time is determined by the number of quarters a player is off the court. The Coach or Team Manager is required to keep a record throughout the season. The Committee relies on your accuracy in the recording of individuals playing time to support us when responding to any enquiry received.
* A player’s absence from a game due to injury, holidays or other social engagements does not constitute time off in accordance with the policy. A player must attend and participate in a game to have time off recorded against their name.

**All players U17s down must be given a minimum of two full quarters during the final series**

* All players will play a minimum of two full quarters, per game, during the final series
* As much as possible you should be fair and reasonable in your approach to court time.

**JUNIOR PLAYER POSITION ROTATION POLICY**

* Players in Under 8, 9 and low division under 11 should have rotation of positions and not be pigeon holed into a set position.

**FORFEIT POLICY**

**Forfeiting a game is the absolute last option for SMAA teams, a forfeit should only occur if all options have been exhausted.**

A game can commence with a minimum of 5 players. This is not ideal so in the event you do not have 7 available players, follow the steps below;

1. Players can play more than one game in a day. If a lower division team (including a lower age group) plays at a different time slot any player from that team can play a second game for you. Discuss this with other coaches and possible players.
2. Most teams have 9 players. If another team is playing at the same time, the coach may be happy to lend you a player if all 9 players are available. Both the other coach and player must agree to this.
3. Introduce one or more fill in players but ensure you follow requirements as stated in “Player Registration & Fees – Player Status Summary”
4. If, after all these steps have been exhausted, you still are short players contact the club Admin officer who may be able to suggest a fill-in. If the problem can still not be resolved approval to forfeit will be given and the club secretary notified by the club admin officer of the forfeit.

**Note: If a player plays in a higher division 5 times that player will be forced to stay in that higher division so please ensure no individual player from another team plays more than 4 times for your team**

If you know your team is going to be short ahead of time, early planning is vital.

If you find you are struggling throughout the season to find players every week, you may need to consider adding a permanent player. Contact the Admin Officer who might have players on the Wait List.

**SAUCNA Procedure for Forfeit**

SAUCNA need to be emailed by 6pm Friday the day before your match.

**Remember:** If you use a player from another team, no association registration is required. If you use a fill in player not currently playing for SMAA, the player must be registered prior to taking the court. Please email the details (full name, DOB, contact details: address, phone, email) to [admin@smaanetballclub.com.au](mailto:admin@smaanetballclub.com.au)

Teams which are subject to a forfeit automatically receive 2 game points and a score of depending on age group:

U8-9 10-0

U11 20-0

U13 and up 30-0

**WEATHER POLICY**

SMAA adopts SAUCNA Weather Policy:

If the hot weather policy is invoked and the match is cancelled, no points will be awarded for that round of matches.

SMAA Players, Coaches and Team Managers will be notified by SMS/email from the Admin Officer and it will be broadcast on SMAA Facebook page and the SAUCNA website and Facebook page.

**LIGHTNING POLICY (WINTER AND SUMMER)**

The umpire will suspend or abandon the match if the conditions at the time are deemed unsafe. This will be decided at the match depending upon the weather conditions at the time.

**MATCH ABANDONMENT**

If both teams are at the court and following consultation with the captains, the umpires agree that the weather makes play, or continued play, impossible or unsafe, the match shall be abandoned.

If, despite the umpire’s decision to play, one team refuses to play, that team shall forfeit the match.

If despite the umpire’s decision to play, both teams refuse to play, both teams shall forfeit the match and neither will receive points.

GAME DAY NOTES FOR JUNIORS

FILL-IN PLAYERS

If you have a fill in player that is not currently playing for SMAA, the player must be registered prior to taking the court. Please email the details (Full name, DOB, contact details: address, phone, email) to [admin@smaanetballclub.com.au](mailto:admin@smaanetballclub.com.au)

CANTEEN/BBQ

Teams playing on court 5 are allocated canteen; teams playing on court 4 are allocated BBQ duty

Two parents/volunteers are required to be rostered for BBQ / Canteen duty

If your team is playing at 12:30 pm you will be expected to start the BBQ. If your team is playing at 3:30 pm you will be expected to clean the BBQ plate and utensils and pack it away.

No children (under 16) are allowed in the canteen.

All food and tools for the BBQ will be supplied.

12:00 pm games 11:30 am – 1:15 pm

For 1:45 pm games 1.15pm – 3.00pm

For 3:30 pm games 3.00pm – 4.45pm

**TIMERS AND SCORERS**

* Both teams must supply a timekeeper, an electric timer, and a scorer
* Please note that a mobile phone is not permitted as an electronic timer
* The home team is responsible for timing the quarters and the visiting team is responsible for timing the breaks (interval breaks and illness/injury breaks)
* The home team timer must follow the umpire with 10 seconds of play left in each quarter and advise when time is concluded
* Both scorers must sit together throughout the match
* All scorers must be aged 14 or over at the time of scoring.

# OTHER ROSTERED JOBS

Oranges/Lollies – Girls to provide own oranges/lollies.

**COURT OPENING**

Our home courts are at Marleston Sports Centre and are available exclusively for SMAA use on Saturdays.

Each week courts must be prepared for game commencement. If you are scheduled to play a home game at 12:00 pm please arrive at 11:30 am to assist with placing netball poles covers on all courts and assisting with setting up the canteen and BBQ.

If you are scheduled to play a game at 3:30 pm you are asked to help ‘tidy up’ before you leave. (eg pick up rubbish)

**ALTERNATE VENUES**

Our Club has the use of 5 courts at home. The 3 time slots allows all teams to play at our home courts. This is a great result for our club as all teams can now be part of home court atmosphere and take advantage of our other services.

Other Clubs use alternate venues for some games. If your team has been allocated to play at another Club’s alternate venue you will be contacted by the club Secretary with full details. All team players will need to be notified.

COURTSIDE BEHAVIOUR

Only the coach can direct play. Spectators can cheer and support their team, but cannot give directions (eg shoot, get in front etc)

**COACHING GUIDELINES**

**GENERAL**

**Please familiarise yourself with the SMAA Code of Conduct**

Always act in accordance with the clubs objectives;

* To assist, support and encourage participation in, and pursuit of, netball interests amongst members of the community
* To provide coaching, training, skills development and general facilities to assist in the fulfilment of the above objective to each participants maximum potential
* To give all players equal opportunities and to encourage a spirit of enjoyment, fellowship, co-operation, teamwork and fair-play
* Remember you are a leader and role model and players will look to you for direction
* Ensure players feel important and worthwhile

**TRAINING**

**Training is compulsory during winter.**

* It is expected that a player (or the parent) who cannot attend training for whatever the reason will contact the coach or team manager as soon as possible.
* Communicate to players your expectations regarding attendance at training.
  + Understand that attendance is not within a junior players control
* Set parameters regarding player behaviour at training and allow time for players to interact
* Encourage your players to wear appropriate training attire
* NEVER leave players alone after training. Ensure all players have left safely with a parents/caregiver
* Liaise with your team for school or public holiday trainings
* Always be positive and encouraging without criticism
* Plan your training sessions ensuring they meet core basic skills and areas which need improving
* Use resources wherever possible to aid in your own coaching skills
* A training roster is distributed to all teams. Please train on your allocated court.
  + If you need to change your training time, please contact the Admin Officer to ensure there is a court available.

**SMAA TRAINING WEATHER POLICIES**

* Hot Weather - If the temperature during the day of training reaches 35°C the coach should cancel training.
* Extreme Weather - If the conditions are considered unsafe by the coach training should be cancelled.
  + Examples of unsafe conditions are hail, lightning, stormy conditions and heavy rain. Light rain is not considered unsafe - training is to continue during light rain.

**GAMES**

* You can decide how to manage the role of team captain appropriate to their age. The role can be rotated, you can decide or players can vote
* Explain to your players expectations regarding behaviour during games. Always encourage good sportsmanship.
* Any misconduct ie swearing, abusing players or umpires, rough play will not be tolerated. Remove players from the court if they are not acting appropriately. If necessary report incidents to the Committee, if you don’t someone else will. The Committee reserves the right to suspend players or coaches for such offences.
* Ensure players thank both opposing players and umpires after each game
* Thank the umpires after the game.
* Acknowledge the opposing team’s coach and manager
* Allocate votes for end of season awards fairly and objectively (U13 and older). It is your right (together with your team manager) to determine how this will be done.
* If you are having problems that are unable to be resolved with parents, team managers or players, you must seek the assistance of the Executive Committee.
* Correspondence of a sensitive nature, that you deem necessary to distribute to your team, MUST be approved by the Executive Committee.
* If you need help with any aspect of your role as coach, please speak to the Junior Coordinator, **Melissa Breen (0438 840 829)**. We are here to support you.

**MANAGING YOUR TEAM**

**TEAM LISTS**

You have been given access to player names, addresses and medical information, this information should be **kept confidential** at all times and not be shared without the permission of the person concerned.

If any information is incorrect or if a player advises you of a change in details please update our database via the coaches/team manager’s portal. This will allow future correspondence or contact to be directed correctly. However players are encouraged to maintain and update this information themselves using the link provided on our website under the “Player Registrations” section.

**TEAM IDENTIFIERS**

The SMAA ID and SAUCNA ID is the identifier by which your team will be known for this season by the club and association. For winter these identifiers should be the same. The identifier is an alphabetical letter starting with our highest open team at A and proceeding through the alphabet accordingly.

The SAUCNA Div is the division to be used on score cards and association registration forms. Each age group is represented by a letter and the numerical qualifier identifies the division within the age group. e.g. F3 is 11 & under division 3.

**ACCESSING HOME COURTS**

Access to the home courts requires a key. The courts will be opened on a Monday, Tuesday, Wednesday and Thursday afternoon for training sessions and we will ask the last team training to turn off the lights & lock up. If there are any problems please contact a committee member.

**First Team to train each night**

* Assist with opening courts.
* Ensure pole covers are put on posts
* Fill in book

**Last Team to train each night**

* Turn off all lights and lock up
* Ensure pole covers taken off and put away
* Fill in book

**All Team Responsibilities**

* Put pole covers are up before commencing training
* Return all training equipment used to the equipment room properly
* Turn lights on/off when necessary

**LIGHTS**

All teams opening and closing will be shown where the court lights are and how to turn them on and off. Please ensure that lights are turned off when leaving.

**TEAM MANAGER DUTIES**

* Attend all training sessions for at least the start or finish of the session to liaise with the coach or parents
* Provide all players with a copy of the season program including a roster to cover weekly / occasional duties
  + Scoring
  + Timing
  + Oranges/Lollies
  + Canteen/BBQ
* Collect any money as required – fund raising, Junior Carnival
* Ensure the Admin Officer is advised of any fill-in players prior to the game
* Assist with arranging loan uniforms for fill in players.
  + Contact the Uniform Officer
* Be aware of any medical conditions for players in your team
  + medical information report provided
  + ensure the player has necessary medication
* Make sure players are wearing the correct uniform each week
* Liaise with coach regarding any issues or potential problems ie players away
* Check your email each week before training and games, and distribute information accordingly
* Wash bibs after each training and game
* Ensure equipment is ready for each game (e.g. bibs, balls pumped up, ice pack frozen, first aid stocked)
* Take responsibility for team bag and equipment

MCj02509220000[1]**TEAM MANAGER**

**BEFORE THE GAME - CHECKLIST**

🗹 All players are wearing correct uniform

🗹 Ensure you have all necessary equipment

* Balls (pumped up)
* Bibs
* Timer
* First aid kit
* Ice pack
* Plastic bag to store items in wet weather

🗹 The Scorecard is completed

* WHITE for Home Games
* BLUE for Away Games
* Date, grade (E7 or F1 not age group)
* All players full names as per registration form
* Players names for opposing team

🗹 Ensure Admin is advised if you have fill-in player

* Full name
* DOB
* Contact details (address, phone, email)

🗹 Award selections are organised

🗹 All player drink bottles are in drink holder

🗹 All rostered jobs are filled

**TEAM MANAGER**

**AFTER THE GAME - CHECKLIST**

🗹 Ensure both captains sign the scorecard

🗹 Thank umpires and ensure they sign the score card

🗹 Ensure all equipment is returned to team bag

🗹 If you are playing at home place your score card in the letter box.

Senior teams playing on Anzac Highway leave the score card in the  
 designated box in the clubrooms

🗹 If you are playing AWAY you must return your score card to the  
 home courts at Marleston Sports Centre  
 Refer to the SCORECARD section for further info

🗹 Ensure players take all drink bottles and clothing before they leave

**EQUIPMENT BAG**

**Each team is responsible for their teams issued equipment bag.**

**First Aid Kit**

Every team bag has a First Aid Kit (with contents list) and ice pack. Please make sure it is kept well stocked. However, if you notice an item is low on stock, there is no stock or you would like to add something to your kit which we don’t have please contact our Equipment Officer and they will arrange to replace or purchase the item

**Balls**

There are 2 balls in each bag. Under 8 and 9 grades use a size 4 ball and Under 11 and older grades use size 5 balls. Each ball is named with SMAA and your team identification letter

**Bibs**

All teams have Velcro bibs for game day. If you are the home team and you are playing a team with similar coloured uniforms, or you are playing another SMAA team, you must use different coloured bibs, these can be found in the equipment room. (Please wash and return them after use).

**Timer**

There is one timer in each bag and 2 new batteries

**Scorecard board (Clip board)**

White cards for home games

Blue cards for away games

**Garbage Bag**

This is for use in wet weather. There are also tarpaulins available from the shed for home games.

**Body bag**Used for placing all players items inside when it is raining

**Water Bottle Holder**

For the players water bottles, carry this to the player group at breaks

**INFORMATION FOR ALL TEAMS/CLUBS**

**PLAYING AT ASSOCIATION COURTS**

Allocation of courts at the Association courts is displayed on the noticeboard outside the clubrooms.

**The home team for the early match is responsible to put-up the pole covers.**

**The home team for the late match is responsible to return the pole covers to the clubrooms**.

**\*\*\* Teams who do not return pole covers after their match will be fined $20 \*\*\***

Each team is responsible to collect all their belongings after the match.

Each team is responsible to put all rubbish in the bin. **Do not leave it for someone else to pick up**

**CAR PARK**

Occasionally the car park is used for other events and there may be a charge to park.

This is beyond our control. Please pay the due amount and be polite about it.

We do not want to lose the privilege of using it for free.

**SCORES**

Scores are to be reported to the clubrooms **immediately** after each match so they can be published in the Sunday Mail.

Read program book for details about recording scores on web site.

Score cards are to be posted to Scores Recorder. It may be possible to leave in the clubrooms for collection by Scores Recorder. Ask before you leave it.

**ALCOHOL AT ASSOCIATION COURTS**

The Executive Committee does not encourage the consumption of alcohol at the courts.



**Association Courts is a smoke free area**