



TEAM MANAGER'S ROLE

1. GENEAL DUTIES

- Organise a team roster for the season, nominating scorers, timers, opposition team and court number (copy and distribute to players and coach)
- Organise parents for scorers and timers
- Distribute the following to the team players and the coach
 - Club notices/flyers
 - Newsletters
 - Any other correspondence as required
- Coordinate team fundraising activities
- If required, fill in an injury report form for injuries incurred at training sessions
- Advise coach of any stock required for the first aid kit
- Ensure pole covers are put up and removed at training

2. GAMES

- Fill out the score card from coach's instructions and hand out to official scorer
- Ensure scorer and time keeper are ready to take up duties before the commencement of each match, and they have the necessary equipment
- Ensure parents/spectators are away from coaching/scoring/timing areas
- Ensure parents and spectators are supporting all players in the team and complying with the club's Codes of Behaviour
- Gather drink bottles together in drinks holder which should be located close to the coach
- Ensure the first aid kit is ready for use when required
- Maintain practice balls (pumping up etc)
- Attend to injuries during the game (unless team has a designated primary carer)
- If required fill in injury report form for injuries which are not referred to the first – aid room
- Check that scorers are aware of any substitutions made to injury or during breaks
- Collect bibs at end of game and place in team bag
- Check that the score card has been completed in full and signed by team captains
- Hand score card in to the official office

NJNC thank you for taking on the task of team manager and wish you an enjoyable season. Please respect the team coach by making non coaching tasks your responsibility. In recognition of your assistance NJNC will provide you with a Season Pass entry into ETSA Park.