



Team Manager Resources

Thank you for volunteering as a Team Manager this season!

We've compiled a list of useful information to help you get started and make your role easier.

Checklist

Team Expectations

- **Training location : at Holloway Rd netball courts, Sandringham.** Especially important for all teams who have junior coaches. We appreciate the logistics of Friday nights are hard, however with all club paid coaches we need them all at the same location during our allocated training time at the courts. There are insurance factors, governance, child safety & oversight of the team we can manage better in one location. We are trying to build back our club community and the best way is to have all teams within the club training together.
- **Attendance**
It is expected that all team members will train with their team, and give notice if they can't attend training or games.
- **Any questions/issues?**
Please reach out to Hammers Committee for any assistance throughout the season. You are the liaison between your team and the club - we are here to help!
- **Coaching/Team Allocations:** Hammers Committee put a lot of time into grading players and allocating teams, court allocations, recruiting coaches and refining the

logistics so all teams can train as a whole club with coaches supplied by the club (where possible), alternatively we must rely on parent volunteers to coach.

Communication

- **Join your Teams WhatsApp group for parents (set up by HH admin)**
If you include the coach in the WhatsApp group and the coach is under 18, you **must obtain permission from the coach's parent/guardian**. You must also include one of the coach's parents in the group chat.
- **Send weekly reminders**
Send training reminders, game time, court number, and parent duties via the group chat.
- **Notify your team of training and game changes**
Games or training sessions may be cancelled due to weather (the Club social media page will also post updates) or if the opposing team forfeits.

Roster Setup

- **Create a scoring roster for game days.**
Each team must have a scorer assigned for every game. We recommend a roster to make this easier. The scoring family can also bring fruit/lollies for mid/end of game. We suggest allocating all families before the first game week - they can then co-ordinate any swaps/changes if the dates don't suit.
- **Create a training duty roster**
For U9s to U15s, a Duty Parent must be rostered on to stay each week during training and support the coach to ensure all players have arrived, follow up with parents if a child hasn't arrived, assist the coach with any injuries, and ensure players are collected safely at the conclusion of training. A suggestion is that the scorer can also take training duty for the week.

Game Date	Family on Scoring / Training Duty
14/3	xxxxxx
21/3	xxxxxx
28/3	xxxxxx

- **Request parent helpers for BBQ/Canteen duty**
The Club BBQ Coordinator will contact you twice a year to allocate parents for BBQ duties.

Before Game Day

- **Arrange substitute players if needed**

If a child is absent or unwell, speak to the coach about whether a substitute is required. You can use the Team Manager Whatsapp group to request a substitute player from other teams.

General rules for borrowing players:

- Your team must have less than seven (7) registered players available to play.
- Your team must be a higher section or age group within the Hampton Hammers Club than the team of the borrowed player
- Players may play a maximum of three (3) games in a team or they must transfer to your team for the duration of the season.
- You **cannot** borrow players from another club outside of the Hampton Hammers

Refer to the “Borrowed Players” section of the [BDNA ByLaws](#) for all regulations

To organise a single game day voucher for an unregistered player follow these instructions. [Single Game Day Voucher](#)

- **Arrange for forfeits as early as possible**

No team may take the court with fewer than 5 players; otherwise they must forfeit the game. If substitute players cannot be found and a forfeit is inevitable fill the [BDNA forfeit notification form](#), a forfeit **fine will apply for teams who forfeit a game after 5pm on the Tuesday** prior to game day so please submit the forfeit form as soon as possible to avoid a fine.

- **Inform Scorer of their duties**

Scoring Duties

The first-named team mentioned in Netball Connect enters the score in Netball Connect. The second-named team checks and confirms the score for accuracy.

Best and Fairest Player Selection Duties

Applies to U13 and above teams only - The scorer is also responsible for deciding the **Best and Fairest player** for each game with a 3,2,1 vote. This decision can be made in collaboration with your team’s spectators and the coach if needed. The selected players must be noted down in the coaches manual (back of their books). Or the TM can keep track over the season. This is really important to collect each week to have an accurate vote for end of year presentation night. (*previously this was done by umpires but not since scoring went to the ipad system)

Note: U9 and U11 players do not receive Best & Fairest awards. Instead, all players

receive medals to celebrate participation, teamwork, and improvement and there is the option for a coach's award at weekly games.

Game Day

- **Assign scorer, mark team attendance and add substitute players into Netball Connect**

Instructions for these tasks can be found in the [Netball Connect Instructions Link](#) under the SCORING AND TEAM ATTENDANCE and BORROW A PLAYER section.

- **Ensure Scorer (for U13 and above teams) has confirmed Best and Fairest 3,2,1 selection at the end of the game**

The Trophy for most voted for Best and Fairest player will be handed to the recipient during presentation night so please ensure your scorers have entered their votes throughout the season or we are unable to provide trophies to your team.

- **Support your coach**

Ensure players are ready on time — nails cut, earrings out or taped, hair tied, bibs on.

- **Take team photos**

Capture memories throughout the season for use at Club Presentation Day. Please obtain permission before photographing during matches. (You will be notified of players who do not approve images being shared on Social Media by HH admin.)

Finals/Round Robin Day

- **Ensure your team meet finals requirements**

To qualify to play in finals, a player must have:

1. Played in at least 4 games, and
2. Taken the court for a minimum of 8 quarters for your team during the season

- **Fill in the Finals Exemption Form if required**

If your team has fewer than 7 eligible players in the finals due to extenuating circumstances (for example, the sudden and unavoidable absence of a qualified player), you can fill in the [Finals Exemption](#).

The BDNA board will then make a decision on whether the circumstances warrant the inclusion of a player from the same Club or a Non-Affiliated Team to fill in, allowing the team to take the court with 7 players.

Events

- **Organise a social get-together**

We recommend hosting a simple event early in the season to help players and parents connect. This is particularly useful for younger age groups. And one at the end of the season to celebrate the year.

Injury or Emergency Procedures

- Steps to follow in case of injury, including **who to notify** and **how to record incidents**.

It is important BDNA record any injury sustained during training or competition. See [BDNA First Aid Policy](#). Information recorded should be in accordance with [Netball Victoria's Injury Reporting Form](#) via Netball Connect : Players are to notify their coach/TM of any injury sustained during training and note down the following.

- The name of the injured person
- The date and time of injury
- The date and time of treatment
- Name of the person giving treatment
- Brief summary of treatment
- Brief note on cause of injury

On game day there will be a first aid officer on site to assess, monitor and record any injury and refer to a medical professional if necessary.



Club Calendar

- Link to key dates on the website, including: grading, photo day, presentation day, and BBQ roster.
 - [KEY DATES](#)
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Contacts Us

Hampton Hammers President and Secretary contact details can be found on the [Hampton Hammers website](#)

As part of your role as Team Manager, you will have access to the Team Managers WhatsApp group. This group includes committee members such as the uniform and equipment manager. Feel free to use this group if you have any questions.



Policies

[Child Safety](#)

[Code of Conduct](#)

[Uniform Policy](#) - Player Dress Code Section

[Forfeit Policy](#) - Forfeits Section

[Substitute Policy](#) - Borrowing Player Section

[BDNA First Aid Policy](#) - First Aid



Resources

[Netball Connect Instructions](#)

[BDNA forfeit notification](#)

[BDNA ByLaws](#)

[Finals Exemption Request](#)

[Single Game Day Voucher](#)
