Deeside Netball Club

Managers Handbook

**Team Manager / Team Captain Responsibilities**

Team Manager / Team Captain will be appointed for a period of 12 months by the Head Coach.

Consult with coaches at training for who they require for team selection at next game

Inform team of time and dates of matches & tournaments – use SPOND

Ensure team are at venue 30 minutes before start of the match, check hair and nails are suitable, all team are wearing correct kit & have sufficient time to warm up

Always have a fully equipped Team bag with you, including first aid kit

Politely ensure supporters are in the correct area (not on the side line in the way of the umpires or on the team bench). Team Managers are expected to sit on the bench, do not stand on the sideline

Know when your players are likely to be unavailable – ask for holiday dates in advance of fixtures

Encourage any monies due for your team be paid into the club account with a clear reference eg – Daisies Tournament fee. 54-30-23 36935891 or via club shop on clubright

Collect junior match fees and pay the umpires. Any money left over should be paid into the club account via tranfser with a clear reference.

Payments must be accompanied by an email to Club Treasurer Laura Ouslem explaining what has been sent. laura\_millington@hotmail.com & copy in Suzie Lochead [suzielochead@hotmail.com](mailto:suzielochead@hotmail.com)

Be responsible to the committee and attend meetings when invited to attend

Liase with the Fundraising sub-committee & ensure your team know about events and are active in fundraising for the club

Collect nominations for ‘Players Player’ at the end of the season for presentation and arrange a raffle prize from your team

Ensure all players know how to purchase kit via link on club website - sistersnsport.com and match kit via Kit manager

Calmly deal with any emergency on match days & request the help of a qualified first aider

Ensure your players are affiliated to Wales Netball, have a note of their affiliation number for tournaments and trials. Make sure they do not miss any deadlines for affiliation

Adhere to Wales Netball Child Protection Regulations – see DNC website for Wales Netball policy

Report any team news and achievements to the Publicity Officer – make sure we celebrate our successes [nickiparry1501@aol.com](mailto:nickiparry1501@aol.com)

Arrange an up-to-date DBS check via Wales Netball – [sue.williams@walesnetball.com](mailto:sue.williams@walesnetball.com)