Deeside Netball Club

Managers Handbook

**Team Manager / Team Captain Responsibilities**

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

Liase with coaches for team selection

Inform team of time and dates of matches & tournaments

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

Collect match or tournament fees, away travelling expenses, refreshment fees and liase with Treasurer and Payments Administrator about any monies collected from team

Always have a fully equipped Team bag with you

Politely ensure supporters are in the correct area (not on the side line in the way of the umpires or on the team bench)

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

Any money taken in for your team should be paid into your own personal account and then transferred electronically to the club account with a clear reference eg – Daisies Tournament fee.

40 37 40 11073591

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

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

Ensure all players know how to purchase kit – Shushsports.com Tel 02073007205 & sistersnsport.com

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

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

Organise team building trips and netball related outings

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

Report any team news and achievements to the Publicity Officer or onto Facebook – make sure we celebrate our successes nickiparry1501@aol.com

Arrange an up to date DBS check via Welsh Netball