



Carnegie Netball Club

Team Managers Guide

A Practical Guide for Team Managers

Association No: A 0057010S

Carnegie Netball Club Incorporated

Last Updated: Feb 2024 V2

Contents

1. INTRODUCTION	3
2. THE NETBALL SEASON	3
3. COMMUNICATION TO TEAM	4
4. ROSTERS AND SCORING	5
5. CODE OF BEHAVIOUR AND CHILD SAFETY.....	7
6. EQUIPMENT AND UNIFORMS.....	8
7. NETBALL RULES.....	10
8. OTHER RESPONSIBILITIES/THINGS TO KNOW.....	13
9. 'WHAT TO DO IF ...?'	13



1. INTRODUCTION

Congratulations and thank you for volunteering to be your netball team's team manager. This guide has been compiled especially for you, to make your job easier. It's full of practical information to help answer the questions you and your team might have about everything related to running a team playing netball with the Carnegie Netball Club (CNC).

Role of a Team Manager

The team manager is an important role. Your job is to maintain the general running of the team to free up the coach to concentrate on coaching and training. The team manager is a liaison between coach/parents/players and the club administration. You work with the coach to bring about a high level of team spirit. The Team Manager is also knowledgeable on CDNA by-laws and assists in upholding the Codes of Behaviour amongst the team.

Useful Links

Carnegie Netball Club email – admin@carnegienetballclub.com.au or for registration and new player enquiries registration@carnegienetballclub.com.au

Carnegie Netball Club website - <https://www.carnegienetballclub.com.au/>

Caulfield and District Netball Association (CDNA) - <https://cdna.net.au/>

Netball Victoria - <https://vic.netball.com.au/>

Netball Connect - <https://registration.netballconnect.com/login>

2. THE NETBALL SEASON

Player Registration

The CNC secretary will distribute emails to all team managers about each season registration period. Pass this information onto your team as soon as possible.

- ▮ Registration for **Autumn season (Feb – June)** occurs in the November before
- ▮ Registration for **Spring season (Jul – Nov)** occurs in June.

Players/parents register to play through the **Netball Connect** website <https://registration.netballconnect.com/login> or through the Netball Connect App.

Approximately one week from the due date, remind your team to register and pay before the deadline. This will ensure no one misses out playing the next season.



Training Sessions

Training days and times are determined by a number of factors, but firstly the club will seek advice from the coach as to their availability. The club must then seek court allocation on the time / day.

Team managers are the conduit between the Coach and the team and also the Coach and the Club. Liaise with the coach if any changes are needed and then contact the club via the admin@carnegienetballclub.com.au email so the club can check availability from CDNA. Be aware that courts are booked for training at Duncan Mackinnon Reserve by all the clubs in the association, Football Netball Clubs and various schools. Changing your training schedule may conflict with another team already using the courts that day/time so a change to training may not always be able to be facilitated. Once advised that a training court is available, communicate any changes to team.

When to cancel training

If on the morning of training it is expected to be over 30 degrees or stormy wet weather, liaise with the coach and make a decision not to have training. You and/or the coach should then message all players/parents that morning before school preferably, so parents can make necessary arrangements. If the weather is not extreme, for example, heavy rain, a decision whether to cancel training or not may be decided just prior to the session. Ensure parents are aware of last-minute changes.

Grading Rounds

CDNA **grading games** (usually 3 or 4) take place at the **start of each new season**. If you wish to lodge a grading request, talk with your coach and CNC Coaching Coordinator, then send an email request to the club email admin@carnegienetballclub.com.au stating your request and reason, by the end of the third round. CNC will lodge all regrading requests to CDNA by the due date. *Requests submitted by anyone other than the CNC secretary will not be considered.* CNC will advise you if your team has moved sections. New fixtures are issued by CDNA at end of grading for the remainder of the season.

3. COMMUNICATION TO TEAM

Communications from Carnegie Netball Club

Communications will often come from CNC via the Team Manager Coordinator or the club via emails and/or Netball Connect Notifications. It is your role to send this information onto teams as soon as possible.



Team Contact

Each season, it's a great idea to have an up-to-date **list of the players and parents details** including mobile phone numbers and email addresses so that all players can collectively be informed of communications (It's a good idea to have a copy of this on hand and also a copy in the team kit bag). Most teams use WhatsApp for messaging so if a group is not in place, it's a great idea to set one up.

It can be very helpful for busy parents if you send an SMS/WhatsApp message out each week reminding them of **game time, court, who's on scoring**. *Often it's the reminders that parents take most notice of!*

Attend Team meetings / Club meetings.

Team Managers, along with the coaches will need to attend a meeting on the first Friday and Saturday (and second as needed) in the change rooms at Duncan Mackinnon. Meetings are generally held 15 minutes prior to the round starting and should take less than 10 mins. These meetings will run through any rule changes, any by-law changes and any other information the association would like to pass along for the upcoming season.

CNC by incorporation rules, holds an Annual General Meeting each year for which a representative from each Team must attend. This can be the Coach or the Team Manager (or both). The Team Manager needs to ensure that if the Team Manager, or the coach, can not attend, the team is represented by another parent.

Photography Permission

It is necessary to know if any player has denied permission for their child to be in photographs. Everyone in the team needs to be aware of any players whose parents have denied permission. It's a good idea to clarify with individual parents the exact situation for which they deny permission. Some parents may not want their child's image put on social media, but are OK with team photos being taken and shared amongst the team. Others may not want their child's picture taken by anyone.

Special **permission is required** if anyone wants to **take photos during the game** – a form from CDNA needs to be completed prior to the game. Refer details regarding this form are available by talking to staff at the Control Box or CDNA website.

4. ROSTERS AND SCORING

Rosters

Team managers are responsible for creating rosters for scoring.

Helpful details to add to the roster are:

- ✓ Dates and round number
- ✓ Game time (e.g., 5:00 pm – 5:40 pm)
- ✓ Court number



- Opponent's team name
- Home or away
- Name of person scoring

Note: Game fixtures don't normally get released until just a few days before the start of the season. This is usually posted on the CDNA website the Tuesday before the first game.

Most families have tight schedules and would appreciate getting the roster sent to them as soon as possible.

Coaches do not form part of the roster as they are busy coaching!

Scoring using Netball Connect

Each team needs to provide a scorer who will stand in one of the two small boxes in the middle of the spectator shelters courtside.

If it is a HOME game for your team, your scorer will be responsible for the scoring. If it is an AWAY game for your team, your scorer observes the scoring and must check at the end of each quarter that they are happy with the score. Netball Connect allows for the game to be live scored.

At the beginning of the season, ensure that all parents have downloaded the Netball Connect App and are following their child's team as this will help on game day. Parents will need to add the relevant competition

C&DNA Saturday Autumn 2024 13/UM 15/UF 18/UM 18/UF

C&DNA Friday Autumn 2024 11/U 9/U

and then follow your team eg Carnegie Dolphins. To ensure a parent is all ready to score, request they open Netball Connect on their phone – select MY PROFILE, then MY ROLES. You should then see them listed as a MEMBER of the Friday or Saturday Autumn 2024 competition.

The Team Manager is responsible each week for allocating the scorer in Netball Connect where it is a home game. This can be done up to 3 days prior to your game. CNC has allocated each Team Manager to their team, and you will get a reminder on your Netball Connect App if you have not allocated your scorer.

The Team Manager is also responsible for their marking their own team attendance on Netball Connect before the game. This is important for two reasons –

(a) an injury incurred that leads to an insurance claim cannot be substantiated if the player isn't recorded as having played at the time and

(b) finals eligibility – CDNA can only use the data as it appears in Netball Connect to determine the number of games a player has played, which is generated by team attendance records.

Further details of how to score are available on our website



A further guide to scoring and Netball Connect can be found in this document – to view click on the Link (the document can also be found on the CNC website)

[NETBALL CONNECT SCORING TIPS](#)

5. CODE OF BEHAVIOUR AND CHILD SAFETY

Carnegie Netball Club wants to empower you, the team manager to help teams/parents/spectators to understand and adhere to the CDNA Codes of Behaviour. It's very important that team managers help control and manage this aspect of junior sport. If we can manage it here, there will be fewer issues needing official intervention.

Make sure your players, their **parents and coaches have read the CDNA Codes of Behaviour at the start of each season**. It is worth noting that parents, as part of the Terms and Conditions when registering to Carnegie Netball Club, acknowledge that they have read and understand this code. Sometimes they just need a reminder.

CDNA Code of Behaviour

The code of behaviour can be found by following the link below:

<https://cdna.net.au/wp-content/uploads/2021/02/CDNA-PARENT-SPECTATOR-CODE-OF-BEHAVIOUR.pdf>

Sideline Behaviour

Great website explaining what sideline behaviour is, its impact on kids and what you can do to improve it. <https://www.playbytherules.net.au/let-kids-be-kids>

Junior Coaches

If you have a **Junior Coach** (a coach still attending secondary school):

- you must make the parents aware that they *cannot email or phone the Junior Coach about anything to do with the team or their child*. Direct all communications to the Team Manager. The Club needs to protect our Junior Coaches from being harassed or bombarded by families with questions or inappropriate discussions.
- check in with them regularly to ensure they're comfortable with the players/parents/spectators behaviour.
- Use one of your first training sessions to read the code together with the players. Use examples to help demonstrate what is acceptable & what is not.
- When each member registers through Netball Connect, they are required to agree to the Club's terms and conditions and this includes the Codes of Behaviour.
- At games, if you see one of our parents/spectators contravening the rules in the code, feel empowered to go up and have a quick chat/reminder to them. Often, that's all that is needed.
- If you observe behaviour from anyone at the game contravening the code, and it's happening repeatedly, seek **immediate** action from the umpires in the red



jackets (court supervisors) at the courts. Later, notify the CNC committee to help resolve the situation if it requires further attention.

Working with Children Checks

It is a requirement of both the CNC and the association that all Team Managers, Coaches and club officials (Committee) hold a valid working with Children Check.

If you hold a current Working with Children Check (or VIT card for teachers), please ensure that this is updated in USER DETAILS page on Netball Connect. To add the Children Check details in the Netball Connect App,

- select the three dots at the bottom right hand side of the screen (MORE)
- select My Profile
- select My Full Profile
- select the three dots (almost directly under ACTIONS button) and select Personal Details
- scroll down to Other Information and select EDIT
- Enter Childrens Check Number and Expiry Number and SAVE

If you do not hold a current Working with Children Check, you can obtain one by following the attached link. It is a simple process and will take approx. 15 mins to complete.

<https://service.vic.gov.au/services/working-with-children>

Child Safeguarding in Sport Training

Carnegie Netball Club recognises the importance to equip all our officials, administrators and volunteers with the knowledge and skills to keep children safe.

Child Safeguarding in Sport Training is now required for ALL senior coaches, Team Managers and Carnegie Netball Club Committee members.

Please follow this link <https://elearning.sportintegrity.gov.au/login/index.php#> to complete the training. We ask that upon completion of the training that you download your certificate of completion and send to our email - admin@carnegienetballclub.com.au so that we can ensure compliance.

Club Child Safety Officer

The Carnegie Netball Club takes Child Safety very seriously and has an appointed Child Safety Officer. This role is designated to the President of the Carnegie Netball Club

6. EQUIPMENT AND UNIFORMS

Equipment

Team Kit



Each team is supplied with the standard netball equipment kit at start of each year (or the start of the season if a new team joins mid-year.) Typically, the coach takes care of the kit. If your team loses their game ball or any other equipment during the season, liaise with your coach and email any replacement requests to CNC who will forward it onto the equipment coordinator.

Match Day / Training

Most coaches will take the equipment bag and drink bottle carrier etc., to training and the games. Check with the coach and see if help is needed.

Uniforms

Uniforms are purchased from the CNC through the 'Store' in Netball Connect. A uniform can be purchased any time of year, however it is encouraged that players purchase new uniforms at the end of the season in readiness for the start of the next season. After an order is lodged and paid for, the uniform coordinator will make contact with the parent to arrange collection of the new uniform. Dependant on stocks it can take up to 4 weeks.

Uniform items available at CNC are a dress, Singlet and club hoodies. All items can be viewed on the website.

Each team must follow the uniform rules as set out in Association by-laws. Some common questions regarding uniforms are:

- Shorts/Skort can be worn with a singlet in lieu of the dress. They must be plain navy Blue and must be without emblems, third party branding (other than club logos/ manufacturers/ sponsors) or any other adornments. The Shorts/Skort must be above the knee and must not have pockets or zips. Bike shorts cannot be worn on their own. Sports briefs must not be longer than the skirt or the dress.
- All players may wear tight fitting leggings (long or short) and/or full-length long sleeve t-shirts underneath their club / team uniform for the entire year if they wish. Legging and t-shirt colour must be black, navy or white only, unless prior exemptions have been approved. Leggings and t-shirts must not deviate from these colours and will not be allowed with pockets, zips, emblems, patterns (eg floral), lace or any other adornments.
- No jewellery, body piercing or adornment (including visible anklets) may be worn. Any items that cannot be removed due to medical / cultural reasons may be taped securely with appropriate fabric tape.
- Fingernails must be short and smooth when participating in the Association's activities. Taping of nails is not permitted. Gloves are not permitted. Players will not be able to take the court if this requirement is not met.

Second Hand Uniforms

As each year goes by and players grow out of their previous years' uniforms, we anticipate a growing supply and demand for second hand uniforms – primarily dresses (and hoodies!). A Facebook page has been setup for sales:

Link: www.facebook.com/groups/576762162479635/

Any sale is conducted directly between the two parties. CNC has no responsibility in the transaction.



7. NETBALL RULES

Netball is played under the rules published by Netball Australia – using the rules of netball set by International Netball Federation.

Link: <https://netball.com.au/rules-netball>

We as a club, who play within the CDNA competition must also abide by the CDNA By-Laws and Policies set out by CDNA and available on their website

Rule Changes

Any Rules changes will be advised by the association and distributed to the Team Manager and Coach. Please communicate any information about rule changes to your team.



Fill In Players

It is recommended that team managers familiarise themselves with the intricate rules around the use of fill-in players. The CDNA by-laws are very specific and failure to adhere to the rules can result in a loss of points. When in doubt, send CNC an email or if at the court, check with the staff in the control box.

The by-laws state;

A player may play as a “fill in” in a team other than the team in which that player is registered (the second team) providing all the following criteria are met:

(a) the second (2nd) team is in the same Club as the team in which the player is registered;

(b) the second (2nd) team has more of their core players on the court than fill-in players (ie, a minimum of 4 core players)

(c) the second (2nd) team is in a higher grade of the same age division or an older age division than the team in which the player is registered

(d) the player plays no more than four (4) matches in any one team in a higher grade of the same age division in any season;

Fill in players and Netball Connect

The Team Manager must ensure that the borrowed player is added to your team on Netball Connect for the game that they are filling in. This once again is for insurance reasons. The association will also check that the player filling in, if playing again for your team, does not break the by-laws above.

If the player filling in has not played netball previously, you will need to ensure the player purchases a single game voucher. A single game voucher can be purchased using the club's registration link. The player would follow the link, select the appropriate age/division you have detailed in your form and then selecting 'One Match Only' at the final step, and proceeding with payment. Once they have completed this, they will be available to add to the team they are playing in.

Heat / Extreme Weather

The CDNA weather policy has been adopted in accordance with the guidelines set down by Netball Victoria. Netball is traditionally a winter, outdoor sport and CDNA's preference is to NOT cancel games.

However, player and umpire safety is paramount and if the courts or conditions are deemed to be unsafe by the Courts Sub-Committee, matches will be cancelled.

Extreme Heat



In the case of extreme heat, prior to each match commencing, readings will be recorded from Bureau of Meteorology – Moorabbin Airport station and the Wet Bulb Globe Temperature Chart will be consulted to incorporate the humidity and determine the relative temperature.

In the event that the WBGT reaches:

- 32°C - Quarters will be reduced by 1 minute and a 30 second drink break will be incorporated at ¼ time and ¾ time.
 - 36°C - Current matches will be cancelled until the WBGT temperature reduces. Preventative measures can be undertaken to minimise heat injuries.
- Examples include the provision of appropriate sun protective hats, appropriate sunscreen, spray bottles and drinking water.
- Players should hydrate 24 hours in advance of their scheduled match time.

Wet Weather

Netball is traditionally a winter, outdoor sport and CDNA therefore will play if there is rain. If the rain or the residual water on the courts is deemed to be too heavy or dangerous, the match may be delayed, postponed or cancelled.

Lightning

Should thunderstorms present on match day, CDNA will adopt the “30-30” rule to determine whether a game should be cancelled or suspended.

- When lightning is sighted, count the seconds until thunder is heard
 - If that time is more than 30 seconds, remain vigilant and observant
 - If that time is 30 seconds or less, the thunderstorm is within 10km and is dangerous and all activity is to cease immediately
 - Activities may not be resumed until 30 minutes after the last detection of thunder or lightning
- CDNA guidelines

Points to note -

- Matches will be routinely cancelled in the event of HEAVY rain, hail and/or lightning.
- Games will not be cancelled because it is cold.
- The decisions to cancel matches in advance are done with as much knowledge, information and notice as possible
- The decisions to cancel matches on competition days are made round by round.
- Match cancellations will not be based on player/umpire/spectators' comfort – only safety 23
- If players/coaches wish to forfeit their match they are free to do so. If both teams agree, no points will be given. If only one team wishes to forfeit, then the other team will receive the points for the game
- If parents do not want their children to play for whatever reason, they have the option to remove their child.



8. OTHER RESPONSIBILITIES/THINGS TO KNOW

Cancelled Games

Check your email or text messages regularly in case there is a message from CDNA regarding cancelled games. Carnegie Netball Club will forward any timely notifications from CDNA through Netball Connect and email. Pass this information on straight away to the team.

Player of the Week Awards / Vouchers

Typically, CNC source awards/vouchers (Grill'd, 7-eleven slurpees) for each team's coach to handout to the player of the week for each game. We provide these vouchers to the coach when available, generally near the start of each season.

Social and Fun Activities

At the start and/or end of a season it's a great idea to organise a BBQ, a dinner out, an ice-cream at the end of a training session or some team activity etc to boost team morale, gain a sense of belonging as players learn more about each other and also have some fun together.

Encourage the Team

Look for ways to encourage the team (coach, parents and players) on a regular basis! Encourage respectful and 'in the spirit of the game' conduct from all players, coaches and supporters.

Presentation Day

Each year, CNC holds a presentation day for trophy presentations, photos and celebrating the year of netball. We ask that you help provide the correct spelling of all players' names to ensure trophy engravings are correct. It's a fun day and players get a chance to mix with all the other teams who play for Carnegie Netball Club.

End of Year Gifts

Team managers typically organise a gift for the coach at the end of season/year by collecting contributions from the team. It's a nice way to say thanks

9. 'WHAT TO DO IF ...?'

WHAT TO DO IF ALL THE PLAYERS ARE ON CAMP AND CAN'T PLAY A GAME

You must have minimum five players to take the court. If you don't you must find fill-in players before match day or you will have to forfeit.

Please notify the club via email if you must forfeit so CDNA don't penalise your team. You must notify us by 5 pm on day *before* competition so that we can notify CDNA office by 6pm on the day prior, or by 12pm on the day of competition for U11's, of your team's intent to forfeit, otherwise a penalty will be applied.

WHAT TO DO IF THE OPPOSITION PLAYER'S MAKE NEGATIVE COMMENTS / BAD ON COURT BEHAVIOUR



If someone from the opposition team makes a negative comment to, or about one of our players or displays bad or inappropriate behaviour on court and it comes to the attention of you our players (or coach or parent), please seek a Court Supervisor immediately and let them know what is occurring.

The court supervisor will then come and watch the game and if necessary, speak with the umpire to help rectify the bad behaviour, or provide remedy to the situation. If, after the game, the issue is unresolved, please email the club of the incident, so we can address with CDNA where appropriate.

WHAT TO DO IF A PLAYER HAS NEW EAR PIERCINGS

Earrings can now be left in but must be taped in fabric tape. It is worth investing in a small roll for the kit bag.



