



Team Manager Role

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TEAM MANAGER

As the team manager you are the first point of contact for each team. It is important that you are there to assist the Coach so they can focus on coaching. Below are some guidelines to assist you to do this.

COMMUNICATION

- Prior to the commencement of the season, contact all players/parents to introduce yourself (via email is acceptable). Advise them of your mobile number and email for future contact. Parents need to be advised that if their player cannot attend training or game day then you must be advised to provide as much notice as possible.
- Email out game day information each week (usually Thursday or Friday for Saturday games). The email should include the court number, game time, requested arrival time and a reminder for the parent on roster. Fixture details can be found on the PlayHQ webpage.
- Forward all Club correspondence to players/parents via email.

TEAM ROSTER

- Prior to the commencement of the season organise a parent roster that includes scoring/timing, game day Captain (if your team rotate 'Captains' weekly) half time treats and end of game treats (see attached example):

Each game you will need to have someone rostered to do the scoring/timing duties and provide fruit/or lollies for half time treats. The coach and manager should not be included in the roster as they are required to be on hand throughout the game.

- Ensure your parents on the roster are competent and understand their duties and the requirements (what is acceptable and not) for the role of timer or scorer. (see the attached information sheet).

TRAINING

Contact players when training is cancelled and liaise with the coach when players cannot do training. It is a good idea to have all parent (or player) mobile numbers stored in your phone as a 'group' contact list so that sms messages can be sent easily and quickly if required.

Help the coach during training where required.

BEFORE THE GAME:

Make sure everything is ready for the start of the game.

- Check your rostered parent is at the game and knows what to do. Explain the scorer/timer duties.
- Chase up late/locate missing players.
- Ensure the game ball is ready (and pumped up).
- Ensure players have removed jewelry (earrings), have nails clipped and the correct uniform.
- Assist the coach as necessary.

DURING THE GAME

Keep an eye on the action; if something needs attending to, you are the person to do it – the Coach stays in the coach's box coaching.

- Help administer first aid if necessary.
- Call SDNA conveners if necessary.
- Check the score sheet at each break and communicate the score to the coach.

END OF THE GAME

- Make sure the scoresheet is filled out correctly.
- Ensure any injuries or incidents are recorded.
- Check for any property or rubbish left behind.
- Ensure all bibs are returned by players.

OTHER DUTIES

A vital part of being a team manager is fostering, building, and encouraging 'relationships' in the team amongst parents. Liaise with parents and players, encourage everyone to get involved and enjoy being part of the Netball Club.

Encourage cheering, supportive behavior and good sportsmanship at the courts. Discourage bad behavior.

Encourage your parents to be involved with club fundraising.

**THANK YOU FOR VOLUNTEERING. THE TEAM COULDN'T SURVIVE WITHOUT
A MANAGER!**

FIRST AID AND INJURY PROCEDURE

All committee members, coaches and team managers will make every effort to ensure that all training and games will be the safest that is possible.

In the event of a serious injury during competition or at training, an Incident Report should be completed by the coach and player/parent or guardian. Incident Report documentation is located as Appendix 6 attached to the Handbook. The completed report must be returned to the Registrar or Secretary at the end of the round/training session or as soon as practicable thereafter.

It is highly recommended that all players have ambulance cover before participating in any club game /activity of training. If an official of the club calls an ambulance and a player does not have ambulance cover, the cost of any attendance or transport will be the responsibility of the member.

It is the responsibility of all coaches, parents / guardians, and other officials to act on any information relating to an injury and to take necessary action.

Major Injury

Any player who sustains a suspected major injury* during a Jetz Netball Club training session or match will take no further part in training or match in which this injury occurred. Any player with a major injury will be instructed to seek a registered health practitioner's opinion and subsequently will not be able to resume training or playing with our club until a written approval to recommence training and/or playing from a registered health practitioner is received by the club.

*Major Injury for the purposes of this handbook is defined as an injury causing such discomfort that the player is unable to continue physical activity within the match or training session. A major injury usually results in the player being unable to move the injured area of the body (e.g. not limited to the bone, muscle, ligament, knee, leg, ankle, arm, elbow, fingers, or eyes) without assistance and/or further pain.

Head and/or Neck Injuries

Any player who sustains a suspected concussive blow to the head and/or neck during a Jetz Netball Club training session or match will take no further part in training or the match in which the incident occurred. Any player with suspected concussion will be instructed to seek a registered health practitioner's opinion and subsequently will not be able to resume training or playing with our club until a written approval to recommence training and / or playing from a registered health practitioner is received by the club.

Injury Sustained by a Jetz Netball Club Player

An injury to any player will be assessed in consultation with the coach, player, and their parent/guardian before they are able to resume a match or training with Jetz Netball Club. If at any time a player seeks medical advice, then a medical clearance certificate will be required before returning to play a match or to training. The player will then be observed by coaches and committee members (if applicable) to assess their fitness for play.

It is the responsibility of all coaches and other officials to act on any information relating to an injury and to take necessary action. It is the responsibility of a player to ensure that they advise an official if they are injured and to not take any further part in a game or training when they know they are injured.

Management of Acute Soft tissue Sports Injuries

RICER Method

- R** Rest
- I** Ice
- C** Compression
- E** Elevation
- R** Referral



Rest

How? There is a need to reduce movement to allow time to assess the injury.
Why? Activity continued in the presence of acute injury promotes increased blood flow and therefore increases the bleeding causing further damage and pain.



Ice

How? Usual methods are: Crushed ice in a wet towel, Immersion in icy water, Reusable Cold packs. Apply for 20 minutes, every 2-4 hours for the first 48 hours.

Caution: Do not apply the ice directly to the skin as it can create a burn. Place a wet towel or apply a little oil to the skin. Do not apply to people with circulatory problems. Children have a lower tolerance to ice.

Why? Ice helps to reduce the inflammatory response to the injury, reduce pain and muscle spasm.



Compression

How? Apply a Self-Adherent wrap or crepe bandage over a large area covering the injured area. You will need to take the compression bandage off to ice regularly but this will also give you the chance to keep adjusting the compression. This is a most important step, as compression will reduce more of the swelling from injury than the ice alone.

Why? Compression reduces the bleeding and swelling and provides support for the injured part.



Elevation

How? Raise the injured part above the level of the heart whenever possible. This is especially important with lower limb injuries.

Why? This along with compression helps to reduce bleeding and encourages the fluid to be returned to the heart for recirculation. It also helps to reduce pain.



Referral

How? Refer the injured person to a suitably qualified person as soon as practicable; Doctor, Physiotherapist, A&E center, St. Johns etc.

Why? To ascertain the extent of the injury and gain expert advice on ongoing investigations (X-ray, surgery) and management.

EQUIPMENT LIST

Equipment Bag

- 1 x set of Velcro 'game' day bibs.
- 1 x set of training bibs.
- Pink bag for bibs
- Squeeze whistle.
- 1 x timer and battery – Store battery backwards to prevent going flat.
- 1 x ball pump and spare needles
- 1 x agility ladder
- 12 cones
- 12 discs
- 1 x 'game' day ball
- 5 x training balls
- 1 x net carry bag for balls
- 2 x tennis balls
- 12 x bean bags
- 2 x skipping ropes.
- 1 x tarpaulin (for wet days)
- First aid bag containing first aid supplies.
- Nail clippers.
- 1 x Pencil Case containing the following.
 - Voting Slips x1 per game
 - Manager Lanyard & card
 - Pens
- 1 x Jetz Handbook
- 1 x COACH shirt
- 1 x Manager File

Bags must be returned promptly at the completion of each season.

If items are damaged or first aid replenishment is required, then contact any of the committee members.

Bibs and balls are costly for the club - be vigilant with them and ensure all are accounted for at the completion of training and on game day.

If the bag becomes wet during games, please ensure that it is emptied and allowed to dry during the following days. This will prevent the bag from developing mould and items inside being permanently damaged.

NETBALL CARNIVAL INFORMATION

Netball carnivals are a great way to build team camaraderie, get to know your player's parents better, build upon skills and generally have a great day playing netball together!

Many metropolitan associations run weekend carnivals; these are held throughout each winter season. Games run on a Sunday and carnivals run independently to our Club/Association competition.

Any of our registered players/teams are able to participate in carnivals. Associations that currently run annual carnivals are (all dates yet to be confirmed):

- Demons Carnival April & August
- Belmont Netball Association August
- GinGin Netball July
- Kalamunda Districts Netball Association June/July
- Rockingham & Districts Netball Association TBA
- Wanneroo Districts Netball Association July

Carnivals run independently to our club competition. Generally, carnival participation can cost approximately \$20-25 per player for the day. This covers the cost of carnival registration and umpire fees. Each team participating in a carnival must provide a qualified team umpire for a carnival. Teams normally play approximately 4-7 games during a carnival (each game consisting of 2 halves).

If your team requires an umpire for the day, please contact our umpire coordinator umpire@jetznetball.onmicrosoft.com and we can put you in touch with one of our qualified Club umpires who can assist your team on the day.

JNC recommend that our umpires are paid \$100 per carnival day (this covers all games regardless of how many).

Each Association will advertise on their webpage when carnivals take place and how to register. Simply organise a team of players, complete the individual Association paperwork and away you go. You may like to put together the team you have for winter season or organise a group of same aged players to participate. Players must be registered for the current winter season of netball (and be able to provide their affiliation number) in order to participate in carnivals. The same age restrictions apply as per our current winter competition as do the Netball Australia rules.

If participating in a carnival interests, you - please discuss this with your coach and team. It is up to team coaches, managers, or parents to organise carnival participation. If you are unsure of what to do, the club would be happy to assist and guide you through the process.

NetSetGo RULES & INFORMATION

Modified Rules for NetSetGO Summary

As per Rule 15 of the International Netball Federation Rules of Netball, variations to the rules may be made for matches that are not international play.

NetSetGO provides a staged introduction to netball by focusing the development of fundamental motor skills and introducing children to the game of netball using rule modifications that are developmentally suitable. The use of modified rules and equipment reduces competitive stress, allowing children more time and space to practice and develop their skills.

1. Goal posts should be 2.4 metres in height (8 feet).
2. Size 4 balls to be used.
3. Centre passes are taken alternately as per normal INF rules.
4. After catching the ball, a player must throw within 5 seconds.
5. Strict "one on one" defence throughout the court area permitted.
6. **Defence in the goal circle.**

In NSG Divisions RED and WHITE the athletes are permitted to defend the shot for goal. The distance must be 1.2 mts and must be one to one only. Throughout the court again one to one defence. Players will be stood out of play should they receive an obstruction call.

In all other grades – BLUE, GREEN, AND PURPLE there will be no defence on the shot.

7. Players to defend an opponent from a distance of 1.2 metres (4 feet)
 - a) A player who contacts or obstructs will not be stood out of play in the BLUE, GREEN, AND PURPLE division.
 - b) In the RED and WHITE divisions players will be required to stand out of play beside and away as per normal INF Netball rules
8. A team of up to 10 players may change player positions at quarter, half and third quarter intervals.
9. All playing positions to be rotated during the game so that no player plays more than half the game in the same position. Players must rotate through all positions during the season.
10. All players to play a minimum of two quarters unless injured or ill.
11. NetSetGo matches will consist of 4 x 12-minute quarters, with a two-minute interval at first and third quarters and a three-minute interval at half time.
12. NetSetGo matches will time themselves, no mobile phones to be used.
13. Positions played must be listed on the score card and the score card must be returned to the Match Office by the scoring team. (the team that originally collected it). The scoring team must also ensure that their opposition team has completed all the players positions for each quarter, before handing scorecard back to the match office.

ONLY black or blue pens are to be used NO PENCIL OR COLOURED PENS TO BE USED AT ANY TIME.
DO NOT UNDER ANY CIRCUMSTANCES COMPLETE ALL THE QUARTERS AT THE START OF THE GAME – THIS MUST BE DONE AT THE START OF EACH QUARTER
14. Games are for participation only. **No points awarded; no ladder is kept.**
15. All other netball rules apply e.g., contact, replay, holding, stepping.
16. When the ball comes into contact with the post above the NetSetGo ring, the ball is deemed to be out of the court and a throw in is awarded to the opposition.

COACHES AND MANAGERS – THERE MUST BE NO PACING UP AND DOWN THE

SIDELINE OR GOAL LINE UNDER ANY CIRCUMSTANCES



INJURY / FIRST AID FORM

PERSONAL DETAILS:

Name: _____ Age: _____ D.O. B: _____

Address: _____

Contact No: (M) _____

Player Coach Official Admin Staff (please circle)

Team Name: _____

INCIDENT DETAILS:

Date: _____ Time: _____

Location: _____

Brief Description of incident / accident:

FIRST AID TREATMENT:

Treatment Administered:

Treatment Administered By:
Name: _____

Contact Details: Home: _____ Mobile: _____

Follow Up Treatment Required: _____

Form Completed By: _____

Name: Position: _____

Contact Details: _____

Form Forwarded to Committee: Y / N Date: _____



COMMITTEE USE ONLY

Date Received: _____

Action Required: _____

Form Forwarded to SDNA / WA Netball: Y / N

DATE: _____

Signed: _____

Witness: _____

Date: _____

UPON RETURN TO COURT:

Date Returned: _____

Medical Certificate Provided: Y / N

Signed: _____

Date: _____

SCORECARD REQUIREMENTS

Game day scorecards must be completed correctly and in full.

The scorecard must be completed as follows:

- **NAMES must be PRINTED AND then SIGNED** clearly and in full.
- This includes the name of the **CAPTAIN, SCORER/TIMER, UMPIRE**
- **Scores for each quarter must be completed.**
- **Playing positions for each player for each quarter must be completed.**
- **Centre passes must be recorded for each team each quarter.**

Timers - A 'timer' is responsible for the timing of the game (including quarters of play and breaks). They are also responsible for ensuring the 'scorer' is correctly marking the scorecard with centre passes and goals scored.

Whilst a 'scorer' is responsible for marking centre passes and goals scored during the game - they are also to ensure that the 'timer' is timing the game play (breaks and injury time) correctly.

The 'scorer' and 'timer' must allow access to the stopwatch and scorecard for each other to provide transparency during the game.

It is the responsibility of the Manager to check the scorecard at each game to ensure it is completed correctly and in full.

Spring is centrally timed.

SCORER / TIMER DUTIES & RULES

SCORER

- Must sit/stand with the Timer, preferably on the outside boundary facing the centre circle.
- Ensure that both team's player's names (printed in full) and details of the game are filled before the game commences. (Note: Only those players whose names are on the scorecard, prior to the first whistle can participate in the game. Names cannot be added if player is late and once game has commenced.) Positions are to be completed quarter by quarter.
- Record each centre pass for each quarter. (Note: If you have different centre pass to the umpires you are not allowed to notify the umpires. The only person who can appeal a centre pass is an on-court player before the centre pass is taken)
- Score each goal and record a separate total for each quarter and final total (total of 4 individual quarter totals) in the boxes provided.
- Ensure both umpires and captains sign the scorecard. Also, timer and scorer must print name.
- It is the responsibility of the scoring team to hand in the score card to the Match Office immediately following the game.

TIMER

- Must sit/stand with the Scorer, preferably on the outside boundary of court, facing centre circle.
- Ensure that their team's player's names are completed on the scorecard before the game commences and all positions to be completed at the beginning of each quarter.
- Set the timer for 4 x 15-minute quarters (winter season) with intervals of 3 minutes at quarter time and 5 minutes at half time. NSG 4 x 12-minute quarters with intervals of 2, 3, 2 minutes.
- Advise the umpires when there are 30 seconds and 10 seconds remaining prior to the start of game, at the end of each quarter and prior to the end of each interval or stoppage. Timer to follow umpire when there are 10 seconds remaining on clock for each quarter. When the clock timer goes off the UMPIRE is the one who blows the whistle and ends the quarter or game.
- Timer is to check the scorecard with the scorer to ensure it is completed and signed in full. They must also check the score continuously with the scorer and any discrepancies should be brought to the attention of the scorer immediately.
- Timer stops when there is a ball on court.
- Timer to print and sign the scorecard prior to the commencement of the game.





SOUTHERN DISTRICTS NETBALL ASSOCIATION CONTACTS

Office Number: 08 9451 3377

Fax Number: 08 9356 1392

Email Address: sdna@sdna.com.au

Development: development@sdna.com.au

Website: <https://southerndistrictsnetball.com.au/>

Address: Cnr Langford Avenue & Windgrove Road
Langford WA 6147

Office Hours: 9.00am – 2.30pm Monday to Thursday

Important Information:

If any parents would like to take photos on game day, they must first gain permission. There will be a note on the scorecard if photos are not allowed.

If permission is NOT granted, photos will not be allowed during that game.



UMPIRE INFORMATION & CONTACTS

Please see below a list of umpires this year and their contact numbers.

If you have any problems on game day e.g. Umpire showing up late, the committee ask that you do not call the umpires directly unless you cannot get hold of the Head Umpire or another committee member.

Umpires are told that they are to be at the game 15mins prior.

If you have not got an umpire at your court at this time, please call **Kiara on 0400 070 814** or if you are unable to get hold of her, please call 0407 465 999.

If you cannot get anyone at these numbers, please call another committee member before calling the umpire rostered to your court.

Name	Number
Kiara Smart	0400 070 814
Dallas Curtis	0477 887 100
Natalie Smart	0419 255 561
Hayley Maring	0409 628 820
Jessica Steven	0437 225 445
Isabelle Crichton	0435 642 144
Abang Garang	0415 072 897
Kaisey Leavy	0422 911 150
Kitana rei Lawson	0402 759 414
Violet Heather	0439 261 373

COACH & MANAGER CONTACT LIST

Team Number	Age Group	Division	Team	Position	Name	Mobile	Email
#10	NSG		Jaguars	Coach	Lauren Kupsch	0413 090 988	laurenkupsch@gmail.com
#10	NSG		Jaguars	Junior Assistant Coach	Sarah Hagan		
#10	NSG		Jaguars	Manager	Molly Wainwright	0430 038 894	Mollyknox87@gmail.com
#9	NSG		Panthers	Coach	Zoe Heather	0406 466 921	zooooe@hotmail.co.uk
#9	NSG		Panthers	Manager			-
#8	11s		Falcons	Coach	Clare Wallwork	0401 623 864	clarewall01@icloud.com
#8	11s		Falcons	Coach	Maddison Briggs	0413 155 398	maddie_briggs@outlook.com
#8	11s		Falcons	Manager			-
#7	13s		Eagles	Coach	Lauren Crofskey	0416 097 274	lauren.crofskey@hotmail.com
#7	13s		Eagles	Junior Assistant Coach	Kallayah Makiri		
#7	13s		Eagles	Manager	Lauren Kupsch	0413 090 988	laurenkupsch@gmail.com
#6	13s		Meteors	Coach	Adrienne Beattie	0468 453 633	abeattie342@gmail.com
#6	13s		Meteors	Coach	Sofia Alaniz	0427 442 376	sofiatalaniz@gmail.com
#6	13s		Meteors	Manager			-
#5	15s		Vipers	Coach	Clare Wallwork	0401 623 864	clarewall01@icloud.com
#5	15s		Vipers	Coach	Maddison Briggs	0413 155 398	maddie_briggs@outlook.com
#5	15s		Vipers	Manager			-
#4	15s		Tigers	Coach	Matthew Crichton	0411 374 332	matthewc_bbc@yahoo.com.au
#4	15s		Tigers	Manager			-
#3	17s		Mavericks	Coach	Leonie Downing	0417 940 516	leonie@dalenlones.com
#3	17s		Mavericks	Manager			
#2	Open		Bombers	Coach	Vicki Smart	0475 070 887	vicsta05@hotmail.com
#2	Open		Bombers	Manager			
#1	Open		Migs	Coach			-
#1	Open		Migs	Manager			

2024 COMMITTEE MEMBERS CONTACT LIST

Name	Position	Email	Mobile Phone
Vacant (EC)	President	president@jetznetball.onmicrosoft.com	
Lauren Kupsch (EC)	Co Vice President	vp@jetznetball.onmicrosoft.com	0413 090 988
Leonie Downing (EC)	Co Vice President	leonie@dalenlones.com	0417 940 516
Joscinta Cole (EC)	Registrar	registrar@jetznetball.onmicrosoft.com	0407 465 999
Joscinta Cole (EC)	Secretary	secretary@jetznetball.onmicrosoft.com	0407 465 999
Danielle Brookes (EC)	Treasurer	treasurer@jetznetball.onmicrosoft.com	0468 926 910
Kiara Smart (EC)	Head Umpire/Coordinator	umpire@jetznetball.onmicrosoft.com	0400 070 814
Vacant (EC)	Head Coach	coach@jetznetball.onmicrosoft.com	
Vacant	Property Officer		
Vacant	Grading Officer		
Natalie Smart	Grading Committee	grading@jetznetball.onmicrosoft.com	0419 255 561
Vacant	Recruitment		
Vacant	Grants & Sponsorship Officer		
Graham Johnson	Uniform Officer	uniforms@jetznetball.onmicrosoft.com	0423 165 990
Graham Johnson	Social Media	graham.johnson2126wa@outlook.com	0423 165 990
Clare Balfe	Fundraising	clarebalfe@hotmail.com	0421 986 796

