Role of the Team Manager

As a community club, Didsbury is reliant on the army of parent volunteers who give their time and energy every week as Team Managers. Without them, matches and tournaments simply wouldn't happen. At times, it can feel like a big job; the purpose of this guide is to provide some clarity about what the role involves, how it relates to the working of the club more generally, and to signpost to useful netballing information elsewhere.

Overview

The Team Manager is essentially the person who does the admin involved in running a netball team, with support from the year group coach and the club's committee. And in those year groups where a coach can't always get to the weekly games, they can provide invaluable feedback to the coach on how a team is progressing.

The specific tasks that a Team Manager will have to do are described in the rest of this guide, separated into sections depending on when and how often each is required. Because Team Managers oversee children, all our Team Managers are expected to hold a valid DBS check, approved by England Netball. Rachel Birks, the club's Safeguarding Officer, can provide guidance on how to obtain a DBS check.

Pre-season: check that Spond is set up

Before the start of the season in September, all netballers are asked to register with the club. The club will allocate players to teams within the club app, Spond. Team Managers will be given admin access for their team in Spond and will need to check that all parents can access the app and see the information for their child's team. The committee can help with any issues that arise; contact details are shown on the final page of this document.

Every 6 weeks: upload fixtures and ask for availability

Most of Didsbury's teams compete in the Reddish or Oldham leagues. The fixtures are published in blocks, every six weeks, on the league website

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(www.sportforallcentres.co.uk). Team Managers will need to upload those fixtures to the Spond app and send an alert to parents via Spond to ask for availability. Fixtures will sometimes change once published by Reddish and Oldham, and therefore Team Managers will need to double check fixtures each week and update Spond as appropriate.

Although the club's approach to court time changes depending on the age of the players (and more detail can be found in our How We Work document on the website), as a general rule selection for games should be fairly equal across a season within each team. By asking for availability for the 6-week block in one go, Team Managers should be able to ensure an even spread of game time between the squad.

Pre-match (weekly)

In the week before a match, the Team Manager will double check the game time and venue on the league website, finalise the team and confirm with parents (usually via the team WhatsApp group) which players are required. In the same message, it's usually helpful to confirm the meeting time (15 minutes before the game time) and the court number.

If a team is short of players, other Didsbury teams are usually very willing to help and loan their players; we abide by the league rules, so players can only be borrowed if they play in a lower league and can only play one age-group above their own until they reach the age of 14. In order to spread these extra playing opportunities fairly, the Team Manager should make the request through the Team Managers' WhatsApp group or directly to a single Team Manager. TMs shouldn't approach players or their parents directly.

The other key task pre-match is to plan rotations: for teams playing **High-Fives**, this means following the rotation sheet. A separate information sheet about High-Fives is available on the club's website.

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In High-Fives, the focus is absolutely on fair participation and all players experiencing all positions. It's important that players (and parents!) understand that they will have to play all positions, and requests for certain positions won't be granted at this level. Coaches can provide support in explaining this to parents if needed.

For teams playing seven-a-side (when players have usually developed a preference or skill for a particular position) there is more scope for Team Managers to focus less on absolutely equal playing time and to manage the match-day squad and reserves in order to try and win the match. In the younger years of 5 and 6, playing time will still be equal over the course of a season; that might not be the case in older age groups where positions and balance across the court will be more important.

If, for any reason, a match needs to be cancelled, it is important that Reddish or Oldham are informed on the Friday before the game, to avoid cancellation fees. Cancelling on the day incurs additional charges for the club so this should be avoided if at all possible. Cancelling (or 'forfeiting') can be done by Team Managers themselves through Spawtz. The cancellation should be confirmed with all players and shared with the club for information on the Team Managers' WhatsApp group.

Match-day tasks

1. Fill in the team sheet with player names at the venue (eg. at reception in Reddish or Oldham).
2. Ensure that players warm up before the match, including some gentle cardio, some ball handling and some stretching. A useful guide can be found here.
3. Select a captain and make sure that they have done the toss for first centre pass before the match is due to begin.
4. During the match, ask a parent to keep score on Didsbury's behalf (they will need to sit with the scorer from the opposition). A useful guide to scoring can be found here. Once the match is finished, the scorer will need to send a photo of the score sheet to the TM and return the sheet to the venue's reception desk.

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5. Ensure that the team gives 'three cheers' to the opposition at the end of the match and selects an 'Opposition Player of the Match' on the other team.
6. Select a 'manager's player' at the end of the match, particularly important in years 3-9.
7. Provide a brief summary of the match for parents via the WhatsApp group or Spond. (Spond has a useful feature which enables you to record the scoreline.) Send a similar short summary to the Coach if they were not present at the game.
8. If a player is injured during the match, make sure that they are comfortable on the sidelines and ensure that a parent or guardian is on hand. Kit bags should always include basic first aid supplies including ice packs, and top-ups of first aid supplies can be requested through the TM WhatsApp group.

What's not part of the Team Manager role?

Team Managers are not expected to be coaches. Encouragement and helpful tips on the sidelines are helpful, as is feedback to coaches about what is working well within the team during matches and what might need some attention during training. But squad selection (ie. which players are in which team) is the role of the coach; and planning and delivering training is the coach's role (Team Managers are not covered by our insurance to deliver training).

Committee contacts:

All members of the committee can be contacted via email at comms@didsburynetball.co.uk or via the Team Managers' WhatsApp group.

Safeguarding, including DBS checks:	Rachel Birks safeguarding@didsburynetball.co.uk
Chair:	Anna McDonald-Hughes
Vice-Chair:	Carlos Oliveira
Treasurer:	Lauren Fulton
Additional members:	Laura Carpenter, Ange Doyle, Katherine Kibble