

Team Manager Handbook



2025

Team Managers Handbook

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Team Managers Handbook

Introduction

Welcome to the Murrumbeena Netball Club and your role as Team Manager. This handbook has been designed to provide you with the necessary information to perform the responsibilities of your role. It is intended to be a resource that you will refer to regularly and use to guide you.

Club Contact Details

To contact the club, email the Team Manager Coordinator, who is there to provide you with support and relevant club information.

Email - tmsupport@mnc.org.au

Website - www.mnc.org.au

Murrumbeena Netball Club History & Aims

The Murrumbeena Netball Club has a long history in the community. Originally founded by a group of parents from Murrumbeena Primary School, the club has grown significantly with teams currently playing in competitions run by Caulfield & District Netball Association. The club became incorporated on 7th August 1995.

The club aims to:

- Make netball participation available for all children who want to play regardless of ability and socio-economic, religious, or ethnic background.
- Develop a player's netball skills and team play and encourage progression in the sport for players who are interested in participating in a higher competitive level of netball.
- Increase the profile of netball in the community.
- Increase children's broader social, emotional, and physical development through participation in netball in a safe and encouraging environment.

Murrumbeena Netball Club Committee

The MNC committee is made up of volunteers with four official positions; these positions are the recognised representatives of the club for legislative purposes. They are President, Vice President, Secretary and Treasurer.

There are also a few general committee positions including Coach Coordinator, Equipment Coordinator, Uniform Coordinator, Registrations Coordinator and Grants Coordinator. Other committee positions may be created to work on specific tasks and projects.

Coaches and Team Managers are considered club officials, however, are not committee members.

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Netball Hierarchy – Where we fit in

Murrumbeena Netball Club 	<p>A domestic level club for any player wishing to play netball competitively.</p>
Caulfield & District Netball Association (CDNA)  www - cdna.net.au	<p>The CDNA are the responsible body for running the competitions where Murrumbeena Netball Club and other clubs enter to play netball. This includes how the games are run, such as times, scheduling, sections and rules around age groupings, qualifying players, transferring players between teams. Information about the competition are communicated to the club committee and the committee will then inform coaches and team managers about matters that affect the teams and players. The associations establish the rules, known as By-Laws, of the competition that all clubs must abide by.</p> <p>Refer to the association website to keep up to date with by-laws, fixtures and results for games, training court bookings and news on representative team selections.</p> <p>Caulfield & District Netball Association is affiliated with Netball Victoria and are in the Henderson Region.</p>
Netball Victoria and VNA membership 	<p>Netball Victoria is the governing body for netball in Victoria. All associations are affiliated with Netball Victoria and subsequently so are the clubs that play in their competitions. It is therefore compulsory for players & club officials in all clubs to have Netball Victoria membership.</p> <p>This is an annual membership that provides insurance cover for all players, coaches and other officials during netball activities. It also provides members with other benefits and covers coach and umpire accreditation. Netball Victoria also has developmental pathways for players who have been identified as talented players.</p>
Netball Australia 	<p>All the state netball associations are affiliated with Netball Australia. Netball Australia is the central organising body for netball in Australia and administrates the national netball program in terms of national competitions, national team and player development through the Australian Institute of Sport.</p>

Code of Conduct

The code of conduct the club requires its members and officials to follow is provided by Netball Victoria. MNC have also created their own Code of Conduct which must also be followed. Copies of this code are on the Netball Victoria and MNC website.

Team Selections

Murrumbeena Netball Club is a **non-selective** club. All players are welcome to register with the club and every attempt will be made to find a place for a player. We do not run trials for club or individual team selection.

Generally, a team will be entered with nine players, however some teams may have as little as seven players and some teams can have ten players.

The Club committee considers the following factors when allocating players to teams.

- Availability of a place in a team of the correct age group.
- Players who have requested to play within a certain team because of a friendship group
- Convenience of training day and time for that player
- If known, the suitability of experience and skills of a player in relation to other players in that team and preferred playing positions.
- If known, suitability of the experience and skills of the player in relation to the age and section of competition that the team is entered into.

There are other many and varied considerations that the Registrations Coordinator must juggle when creating teams, the feedback and input of coaches is often requested and encouraged to assist in creating cohesive, well balanced teams.

Rules of the Competition

CDNA have a set of by-laws by which they run their netball competition. As a club entered in that competition we are required to follow those by-laws. Each team is entered into the competition as a separate entity and each team is responsible for complying with the by-laws, which are available on the association's website. Additionally, CDNA has developed their own Policies and includes issues such as photography and social media limitations.

Please refer;

- CDNA – www.cdna.net.au

Weather

Players are expected to arrive at the courts every game even in wet weather, as games are played during the rain. The Court Supervisors from the association monitor the conditions and determines if a game will be cancelled. The courts are designed for both wet and dry weather conditions.

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Grievances

During game day, players, parents or spectators must never approach an umpire. Comments, complaints or protests should be raised with the Team manager who will contact the Supervising Umpire (Red Coats). Players must not dispute an umpire's decision.

General complaints or comments should initially be made to your Team Manager. If more information or attention is required, contact the Club via email at admin@mnc.org.au

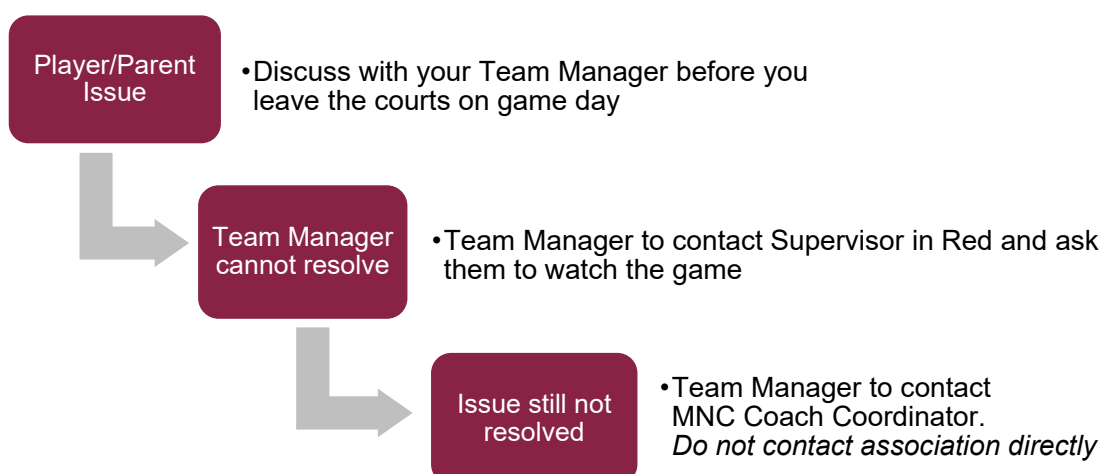
Injuries on Court

If a player is injured during the game, the player must call 'time' to stop play. In the event that the player is unable to call time for themselves, a teammate can call time. Only after the umpire has blown the whistle, can the player leave the court. The Team Manager should contact the Court Supervisor for first aid.

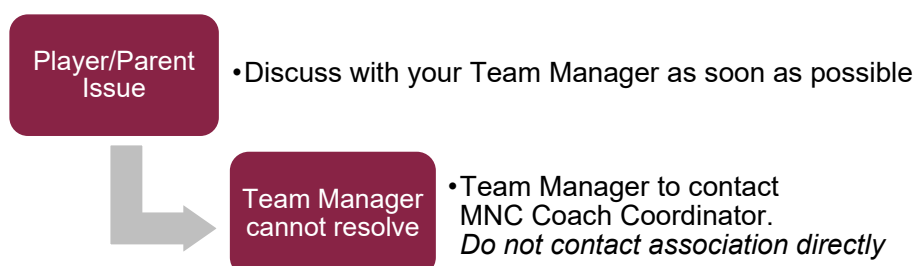
Refer to: [Netball Australia's Guidelines for the management of sports related concussion in netball](#)

Communication

Game Day Communication



General Communication



Team Manager Role

Team Manager Requirements

Team managers are required to have:

- Working With Children Check (WWCC)
- Play by the Rules
- Child Protection
- Harassment and Discrimination

Before Season Begins

First Contact

Once you receive the team list from the Registrations Coordinator, contact parents and players to introduce yourself by email. Decide on a training location, day and time in conjunction with the players and coach. If your team does not have a coach you will need to ask for a parent to volunteer. If you require assistance please contact the Coaches Coordinator via email. Forward the Player Information Pack and other relevant information required by the Club to the player and parent group. Advise parents and players where to find information relating to the competition, such as the competition ladder, season dates, the by-laws, Netball Connect and codes of conduct.

CDNA Delegates Meeting

For teams entered in the CDNA competition, the Team Manager is encouraged to attend the Delegates Meeting and Annual General Meeting. Information provided at the Delegate's Meeting should be shared with the team members.

Roster for Team Captain

Prepare a roster identifying the team captain for each week. The team captain may provide the oranges for half time and, if they choose lollies for after the game (9&U and 11&U players only). The Coach may also contact the team captain in relation to player positions. Each player has at least one turn as team captain during the season. The parent or guardian of the team captain is usually the scorer for the game. The Team Captain is deemed as a Team Official.

First Point of Contact

Make yourself known to the players and parents and explain that they must come to you in the first instance if they have any questions about club matters. Any questions the team manager cannot answer can be passed on to the committee.

Before the Game

Court Condition

Check the court to ensure the goal posts have padding and the court is free of excessive leaves. Contact the Court Supervisors (wearing Red Coats) or office if you have any concerns.

New Players

Check all players are listed on the team attendance in Netball Connect. If a new player is not listed, search for them in Netball Connect and add them to the team attendance. The Single Game Vouchers are available for purchase via the Netball Connect App.

Player Uniform

Check players are wearing the correct uniform, fingernails are short, and jewellery removed or taped with fabric tape.

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Scoresheet

The scoring device will be brought to the court by the umpire.

Fill in the player attendance for the game. Ensure your team has a Scorer.

Usually the parent or guardian of the Team Captain for the week is rostered as Scorer. The Scorer is deemed a Team Official. See the associations By-Laws for information regarding scoring. If you have any queries on game day, please see the Court Supervisor. The score sheet on Netball Connect is an official document.

During the Game

- Score for the game or check that scorers from both teams stand together (in the white box) through the game.
- Organise for distribution of water bottles and oranges at half time.
- Assist the coach as needed.

During the Season

- Encourage appropriate Code of Conduct as outlined in the Player information pack.
- Respond to requests from the Committee regarding distribution of information to players on club matters and events.
- Assist committee in the organisation of events.
- Monitor team's duty roster and fixtures and keep all players and parent informed.
- Communicate with coach, players and parents regarding any changes to training and game schedule.
- Ask all players to notify you of any planned absences and communicate this to the coach

Player Development

Skills Clinic

Murrumbeena Netball Club further develops player skills by organising regular coaching clinics with established netball coaches. These clinics are targeted at refining player skills and providing coaches with further resources to run their training sessions. Clinics are usually run in addition to regular training sessions (usually Sunday); however, some may be organised in place of a regular training session.

Representative Teams

CDNA organise teams to represent the associations in netball tournaments and other competitions, in Under 11's, 13's, 15's, 17's and Open categories. Trials for these teams are run every year in October for the following year. Players from all clubs in the association are eligible to apply. All Murrumbeena players are encouraged to apply. Players from these teams have opportunities to be selected for Netball Victoria's developmental pathways such as the Zone Academy. They are also eligible to try out for the Henderson Region Representative Team.