



ROCKINGHAM RAPTORS TEEBALL ASSOCIATION

Team Managers Guide

A practical guide to help Rockingham Raptors Team Managers support players, families, coaches and the Committee throughout the season.

Thank you for volunteering. Team Managers play an important part in helping each team stay organised, informed and welcoming so players can enjoy their teeball experience.

How to use this guide

Use this guide as a season checklist. Club dates, fixtures and contacts may change, so always check the [Rockingham Raptors website](#) and official club communications for the latest information.

The role at a glance

Area	What the Team Manager does
Communication	Shares club and team information promptly and keeps families aware of schedules, fixtures, events and deadlines.
Organisation	Coordinates volunteer rosters, team records, uniforms, equipment and weekly game-day arrangements.
Team support	Works closely with the coach and helps players and families understand what is happening each week.
Positive culture	Models the Raptors Code of Conduct and helps create a safe, respectful, inclusive and enjoyable environment.
Club liaison	Acts as the main contact between the team and the Committee and raises questions or concerns with the appropriate person.

Before the season

- Confirm the team list and check that parent or guardian contact details are current
- Introduce yourself and the coach, and share the training day, time and location
- Identify families who are new to the club and help them understand how training and game days work
- Set up the team's private communication group on Facebook. Only add team members and use the group for appropriate team and club information
- Ask families to advise you if their child will miss training or a game
- Prepare a fair roster for scoring, umpiring, diamond setup, pack-up and any other weekly duties
- Check the team equipment, manager pack, uniforms and player information you have received. Report anything missing to the appropriate person
- Confirm with the coach how game-day duties will be shared, including batting order and player rotations

Communication with families

Clear and timely communication makes the season easier for everyone. Keep messages short, friendly and focused on what families need to know.

- Pass on official club communications as soon as practicable
- Send a weekly reminder with the game time, diamond, arrival time, uniform requirements and rostered duties
- Encourage families to follow the club's Facebook and Instagram pages and check the website for fixtures and updates
- Do not share private contact, medical or family information outside those who need it for the player's safety and participation
- Be aware of players who do not have permission for photographs or social media use, and make sure the coach and relevant volunteers know
- If a player withdraws or is regularly absent, contact the Registrar immediately

Weekly game day checklist

- Check the fixture and confirm whether your team is listed as the home or away team
- Remind families of the game details and confirm the volunteers rostered for scoring, umpiring, setup and pack-up
- Arrive early enough to help the coach prepare the team and complete the required setup
- Confirm player attendance, batting order and fielding rotations with the coach
- Help players stay safe, respectful and organised in the dugout and know when they are batting or where they are fielding next
- After the game, ensure equipment and facilities are packed away, required records are completed and any incident is reported

Home and away team duties

[The first team shown on the fixture is the home team]

Duty	Home team	Away team
Umpiring	Supply the plate umpire	Supply the base umpire
Scoring	Supply a scorer	Supply a scorer
Bases	Set up the bases and remove them after the game [if required]	Assist as needed
Gazebo and bat stand	For the first game, collect and erect as directed. For the last game, return items to the clubrooms.	For the first game, collect and erect as directed. For the last game, return items to the clubrooms.

Players, rotations and awards

The coach leads coaching decisions and the Team Manager supports the practical organisation. Agree on responsibilities before the first game so instructions are clear and consistent.

- Apply the club's player rotation requirements fairly
- Support equal participation and avoid favouring more experienced or talented players
- Keep players aware of the batting order and their next fielding position without distracting from the coach
- Present one achievement certificate after each game and keep a record so every player receives an award during the season. Recognise effort, improvement, teamwork, respectful play and good sportsmanship as well as game skills

Safety and player information

Player safety and wellbeing come first. Treat medical and personal information as confidential and only use or share it where necessary to safely support the player.

- Review any medical or support information provided for the players in your team and speak privately with the parent or guardian if clarification is needed
- Know where first aid support is located and notify a Committee member of injuries, hazards or damaged equipment
- Encourage sunscreen, hats, hydration and appropriate breaks for summer conditions
- Follow official club advice about cancellations or delays
- Never promise confidentiality if a child safety concern is raised. Pass the concern promptly to the MPIO or appropriate safeguarding pathway.

Conduct and handling concerns

Team Managers and coaches must follow and model the Rockingham Raptors Code of Conduct. This includes treating players, families, coaches, umpires, volunteers, opponents and spectators with dignity, courtesy and respect.

- Prioritise every player's safety, wellbeing and enjoyment
- Be fair, calm and encouraging, and provide a positive example around the diamond
- Respect umpiring decisions and recognise good play by both teams
- Do not ridicule, yell at or shame a player for a mistake or result
- Use appropriate language and do not engage in bullying, harassment, discrimination, abuse or threatening behaviour
- Respect privacy and use social media responsibly, including photo permissions

If an issue arises

Deal only with matters that are safe, appropriate and within your role. Team Managers do not investigate complaints, determine whether the code of conduct has been breached, or issue disciplinary outcomes.

If the issue is minor and safe to address at the time, calmly remind the person of the expected behaviour or seek assistance from the coach.

If the situation is escalating, involves abuse, threats or child safety concerns, cannot be addressed safely and appropriately at the time, or you are uncomfortable managing it, contact the Game Day Official (GDO) or a committee member.

- **Record the facts:** date, time, location, people involved, what occurred and any witnesses.
- **GDOs** should record game-day concerns in the GDO notebook located at the canteen.
- **Serious concerns** should be reported to the MPIO at rockinghamraptors@outlook.com. The MPIO will acknowledge the concern and refer it to the appropriate authorised person.
- Team Managers and GDOs **do not** investigate complaints or determine disciplinary outcomes.

Equipment and uniforms

- Take reasonable care of all club equipment and keep it together in the team equipment bag
- Report missing, damaged or unsafe equipment to a Committee member
- Players may use their own approved equipment. Ask families to label personal items clearly and check current bat specifications through TBAWA
- Remind families that playing shirts and pants remain club property and must be returned. Replacement fees may apply for items not returned

Carnivals and State Championships

Managers and coaches are encouraged to share club approved information about carnivals and representative opportunities. Dates, eligibility, nominations and team requirements can change, so use the current information provided by the Club and TBAWA.

- Discuss opportunities with the team and promote them fairly to eligible players
- Follow the Club's nomination and registration process and meet stated deadlines
- Confirm any additional umpiring, scoring, uniform or team requirements before the event
- Direct selection, eligibility or State Team questions to the relevant coordinator

Team photos

- Share the allocated photo date and time when it is provided
- Remind players to wear their full uniform, including club hat, shirt tucked in, black pants and black socks
- Check the spelling of every player's name on the team list before it is submitted
- Confirm photo permissions and ensure restrictions are followed

End of season

- Collect all club playing shirts and pants from players who stopped playing during the season.
- Share uniform return information and date on the teams Facebook page once it has been announced
- Return the full equipment kit, Manager's Pack, team folder, scorebook, rulebook and any coaching resources to the clubrooms as directed
- Check returned items against your records and promptly advise the relevant person of anything missing or damaged
- Support the team photo and trophy distribution and share details of the club wind-up
- Thank the coach, officials, parent volunteers, players and families for their contribution

Key contacts for 2026/27

The following contacts were current when this guide was prepared. Check the [Office Bearers](#) page on the Rockingham Raptors website for updates and other Committee contacts.

Role	Contact	Phone	Email	Contact for
President	Murray Rowe	0402 233 706	president@rockinghamraptors.com.au	General club support and matters requiring Committee assistance
Vice President	Alex Troost	0423 033 264	vicepresident@rockinghamraptors.com.au	General club support and assistance when required
Treasurer	Michael Erba	0438 930 608	treasurer@rockinghamraptors.com.au	Fees, payments, reimbursements and financial queries

Role	Contact	Phone	Email	Contact for
Secretary	Laura Harley	0431 439 088	secretary@rockinghamraptors.com.au	Club administration and correspondence
Registrar	Cara Purcell	0416 967 418	registrar@rockinghamraptors.com.au	Registrations, team lists, player details and withdrawals
Chief Coach and Team Support	Josh Musto	0424 366 231		Coaching and team support
Chief Umpire	Brodie Kelleher	0408 908 844		Umpiring, rules and game-day umpiring support
States Coordinator	Michael Erba	0438 930 608	states@rockinghamraptors.com.au	State Championships, nominations and State team queries
MPIO	Holli Swindail	0450 927 275	rockinghamraptors@outlook.com	Conduct, behaviour, wellbeing and serious concerns, including complaints
Social Media Coordinator	Renee Erba	0418 905 099		Club social media, posts and social media queries
Peewee Coordinator	Joanne Lockwood	0410 669 188		Peewee teams, players and program queries
Uniform Coordinator	Megan Thomas	0422 767 579		Uniforms, sizing, collection and returns
Uniform Coordinator	Sarah Hansen	0424 791 480		Uniforms, sizing, collection and returns
Equipment and Property	Murray Rowe	0402 233 706		Team equipment, missing or damaged equipment and club property
Equipment and Property	Alex Troost	0423 033 264		Team equipment, missing or damaged equipment and club property
Grounds & Diamond Coordinator	Murray Rowe	0402 233 706		Grounds, diamonds and game-day setup queries
TBAWA Delegate & Rams Baseball Liaison Coordinator	Harmony Crouch	0432 961 294		TBAWA and Rams Baseball liaison matters

Quick weekly reminder

- ☐ Fixture and diamond checked
- ☐ Families advised of time, location and arrival time
- ☐ Player absences confirmed
- ☐ Scorers and umpires confirmed
- ☐ Setup and pack-up duties confirmed if required
- ☐ Batting order and rotations agreed with coach
- ☐ Photo and medical restrictions kept in mind
- ☐ Achievement certificate recorded
- ☐ Scores, equipment and incidents followed up and accurately recorded

Useful links

[Rockingham Raptors website](#)

[Committee contacts](#)

TBAWA [rules](#) and [resources](#)

Thank you for helping make Rockingham Raptors a fun, safe, inclusive and respectful club for every player and family.