



Netball Central

Poitarawhiti Ngakau

Manager Tournament Resource and Helpful Hints



This resource has been very thoughtfully compiled by Jill Clapcott herself.
A big thank you to Jill for her willingness to note down & share her wealth of manager expertise.

Please do not replicate or share this resource without due credit to Jill

Head Coach – Role Description (FYI)

- Establish campaign objective
- Communicate coaching philosophies with players and management team
- Establish roles and responsibilities at training sessions, games and team meetings
- Head Coach and Assistant Coach to communicate regularly to prepare, deliver and review training sessions and games
- Review with Head/Assistant Coach team combinations prior to games
- Be prepared to challenge and be challenged. Always in positive, constructive manner
- Present a united front with the management team
- Provide a written report at the conclusion of the campaign to governing body, e.g. appropriate school representative, netball centre, etc.

General Behaviour – Code of Conduct

- a) All Coaches shall maintain a professional standard of dress and behaviour at all times when dealing with players, parents and administrators.
- b) The Coach shall support the Manager to ensure that school standards regarding dress and behaviour of players are met at all times, e.g.
 - Smoking or consumption of alcohol is not permitted whilst in uniform or in any public place during a tournament
 - No alcohol to be consumed until the end of the tournament play
 - No underage consumption of alcohol will be permitted
 - Misuse of drugs is prohibited
- c) The Coach, in conjunction with the Manager, is to be aware of important human rights issues, i.e. harassment/sexual abuse. Refer 'Netball New Zealand Regulations', section Harassment Free Netball Regulations.

Parents Meeting

It is recommended before the tournament (if not conducted already) that a meeting with parents and team members be held to advise them of the coaching policy that will be followed, substitution policy and use of 'bench', and attendance at trainings.

Assistant Coach Role – Role Description (FYI)

The Head Coach will work with the Assistant Coach to:

1. Discuss campaign objectives and coaching philosophies
2. Establish roles and responsibilities at training sessions, games and team meetings
3. Assess strengths/knowledge of the Assistant Coach ie: technical, tactical

Attend all training sessions and games

Head Coach and Assistant Coach communicate regularly to prepare, deliver and review training sessions and games

Review with Head Coach team combinations prior to games

Be prepared to challenge always in a positive constructive manner

Present a united front

Provide a written report at the conclusion of the campaign to the governing body

Manager Role Description

The Manager must see approval from the relevant school Personnel if a team intends to see sponsorship

Role

The role for the Manager is primarily to

- Manage the team during representative team fixtures
- Be responsible for the behaviour of all team members during a representative team fixture
- Be responsible for all finance, administration requirements, time management (in consultation with the Coach)
- Maintain a professional standard of dress and behaviour at all times when dealing with players, parents and administrators
- Handling match procedures
- Keep running games scores and statistics as required by the coach
- Knowledge of the rules of the game, particularly in relation to uniform, injury, substitution and timing of breaks
- Compile your own folder or satchel that keeps everything together
 - Player profile sheet
 - Phone numbers as per the team records
 - Motel and vehicle rental hire information
 - Closest medical centre / dentist
 - Details of fixtures and liaison people

Team Records

- a) Supply a list of Team members to the relevant school/Centre/Club Personnel (for records)
- b) Supply the names of Captain and Vice-Captain to the relevant school personnel prior to the tournament
- c) Each player is to be provided with an information sheet on travel and accommodation arrangements prior to tournament
- d) Prepare and emergency contact list with all relevant personal on it, share this with the Centre in case of an emergency
- e) **Prepare and emergency contact tree in case of a natural disaster/emergency.** The manager to contact one person, (generally the Centre/School) the Managers priority then becomes the team. That one person contacts two, who contact two each and so on.
- f) Manager to issue each player:
 - Relevant Player Regulations (school, representative)
 - Relevant Player Agreement
 - NNZ Forms (if going to a National tournament)
 - Training dates and times

The relevant player regulations (representative) are to be discussed at the first training. The consent and address form is to be completed by players and returned to the Manager. Manager to photocopy forms as required and return original Address Form and signed Consent Form of each team member to the appropriate school/Centre representative.

Player charges

- a) Generally, all representative players will be charged fees. This money can be sourced from each player's team, Club or Centre, but the player is ultimately responsible for supplying the funds.
- b) Players individual costs include:
 - Player fee of (to be decided by each Centre)
 - Uniform hire fee/bond (t be decided by each Centre)
- c) The relevant Centre Personnel will invoice players (with a due date) upon successful selection in to a representative team.
- d) The manager will then collect the fees on behalf of the Centre

Team Expenses

- a) A FULL record (receipts required) of team expenses must be kept by the Manager and submitted to the relevant school/Centre personnel on completion of the tournament.
- b) Petty cash provided is to be used for unforeseen expenses only.

Trainings

- a) The Manager is to work with the assist the Coach wherever possible, including assistance with telephone calls, and to attend all practice sessions.

Uniforms

- a) Contact the relevant Centre personnel to arrange the collection of uniforms.
 - It is the Manager's responsibility to advise players that items of uniform must not be worn at practice, only at tournaments.
 - Managers are required to distribute laundry care instruction at the time of issue of uniforms and to supervise laundry duties during the tournament week.
- b) The Manager must ensure that when the team is travelling to and from the tournaments and tournament week they must wear their full tracksuit.
- c) The Manager will give each player in the travelling team a uniform list and a suggested personal clothing list.
- d) At the conclusion of the representative season, the Manager is responsible for collecting the complete uniform from each player; these are to be returned in a clean and tidy condition to the relevant school/Centre personnel at the conclusion of the final tournament.

Umpires

The Manager is to confirm all travel and accommodation arrangements for the allocated team umpire prior to each representative fixture. It is the responsibility of the Manager to ensure all additional personnel are issued clothing appropriate to their position AND also to confirm travel and accommodation arrangements when necessary.

Injuries

If you are travelling without a physio, the Manager is to be responsible for ensuring players receive adequate first aid attention from First Aid officials at tournaments, or in case of an injury requiring treatment at a Medical Centre, the Manager or another Team Official is to accompany the player to the Medical Centre.

Reporting

A full report on the season is to be submitted to the relevant personnel at the conclusion of the tournament. This helps the Centre improve or change and processes and therefor helps Managers following you. Report on accommodation, travel, food allowance etc.

General Behaviour

- a) All Managers shall maintain a professional standard of dress and behaviour at all times when dealing with players, parents and administrators.
- b) The Manager shall ensure that School/Centre standards regarding dress and behaviour of players are met at all times, eg
 - Smoking or consumption of alcohol is not permitted whilst in uniform or in any public place during a tournament
 - No alcohol to be consumed until the end of tournament play, if at all
 - No underage consumption of alcohol will be permitted
 - Misuse of drugs is prohibited
- c) The Manager, in conjunction with the Coach, is to be aware of important human rights issues, i.e. harassment/sexual abuse. Refer 'Netball New Zealand Regulations', section Harassment Free Netball Regulations.

Team Duties during Tournament

- Attend the manager meeting before the tournament starts
- Ensure groceries are purchased in time with week menu plan
- Prepare duty rosters for the week
- Prepare daily schedules
- Ensure above are displayed for everyone to see
- Oversee meal preparation
- **Off-court is the managers responsibility**
- **On Court is the coach**
- Have a meeting to establish how the week will be organised and clarification of each role

Managers are responsible for knowledge of the rules of the game, particularly in relations to uniform, blood policy, injury, substitution, extra game time in the event of a draw, timings of breaks and match procedures.

Managing a tournament

Prior to departing for tournament

- Rooming lists – the dynamics of these can make or break the environment. Ensure you get to know the athletes prior to tournament and allocate the rooms accordingly.
- Benches – the first team named on the draw is always to the right of the scorer
- Sideline protocols – ensure you have met with the coach and assistant coach to ensure you are all on the same page with regards to the sideline. Relay these protocols to the team.
- Allergies, have the list with you at all times
- Google is your friend
 - surrounding area, weather, what to pack
 - facilities and venue, what they offer
 - travel times and distance (accommodation to venue etc) then do your schedule to suit

Now where the closest doctor, dentist, supermarket, 24 hour emergency medical

- Shopping list, order online and get delivered to the accommodation ready for your arrival.
- Give to parents/caregivers – contact at the netball centre/school, accommodation details, flight details and all contact numbers of management.

Off-Court Activities

When you take a team of young players away for a week, it is necessary to have some activities that are not netball related, but do not need to cost money. Be creative!

These could be all day activities or something that last just a few minutes, schedule dependant.

Here are some suggestions:

- Theme days: could be clothing related or activities during the day relating to the theme, eg, a teams theme was 'Up' the movie. Each group was given two sponges of which they had to make the house and decorate it. The cake was edible so nothing wasted but a lot of fun doing it.
- Face painting competition: divide the team in to small groups. Allocate one management person to each group as a model. Give each group a topic eg, an animal, a book character and they have to face paint the person to match
- Players form small groups and plan the menu for one evening meal, prepare, cook and serve it. It could be to a colour, country or any other theme.
- Shopping expedition – best to choose a quieter time of the day at the supermarket for this. All team members are joined together, a string or wool that's does not break easily. Give them a shopping list, a time and cost limit. Items can be obscure or just a list of stuff you need for the nights dinner.
- Arrange for someone to come in and teach the team how to massage each others legs. Ideally this would be done prior to tournament but if you can find someone at tournament – great! The players can massage each others legs. This is a superb activity as they relax, chat and have some fun together.

Team Building

This exercise is a valuable tool. It sets common goals and enables discussion on the strategies required to achieve these goals.

- 1 Divide the team in to two groups
 - a) List in order of importance the five qualities of the best team that will be in the competition.
 - b) Have the two groups report back to coach with respective results
 - E.g. Fitness
 - Team spirit
 - Leadership
 - Aggression
 - Versatility
 - Skill Level
 - c) Decide as a group the five most important of these

- 2 Mix the two groups
 - a) Rank your team with a score out of 10 for each of the five main qualities
 - b) Gather results – add scores to be out of 20
 - c) Go through the five qualities. Discuss how we can make each quality 20/20 – as a team

Players Control of Environment

	Things I can control	Things beyond my control
The day before the match	E.g. Diet	E.g. Whether my team will win
An hour before the match	Attitude	Who is watching
During the match	My moves	The umpires
At quarter times and half Time	What I say	The score
After the match	My emotions	Comments from others

Nutrition

When the team is first selected, it is important to have each individual, including management, **declare any allergies**. Also likes and dislikes for each meal, particularly pre match if that's the level of athlete you are working with.

Netball Focused Nutrition – NetballSmart

Pre-game

The objective here is to hydrate and maximise your energy stores without upsetting your stomach. How much you eat depends on how long you have before your game and how your body reacts to eating before exercise. See below the general rule for meals/pre-match food

- 3 hours before: Regular meal, (breakfast, lunch or dinner)
- 1-2 hours before: Pre-match top up (medium size snack/meal)
- 30 mins before: a light carbohydrate rich snack if needed

Note: pre game meals should be high in carbohydrates to provide energy for your muscles. Do not try a new type of meal before a game, trial it before a practice to see how you react. The last thing you want to experience is the stitch or cramps in the middle of a game.

During a game

At this stage the main focus is in small, regular sips of water. Additionally a small carbohydrate rich (sugar rich) snack may help you to maintain intensity on the court especially if you are playing a full game. Again depending of the level of athlete.

Oranges at half time are a great option. If your team chooses to have jet planes or lollies, that is fine, just make sure they remain a half time energy boost not a post-game meal.

Post-game

This is the most important time for nutrition on game day. Remember recovery is the time when your body is adapting, becoming faster, stronger and fitter. After your cool down eat a light snack that contains carbohydrate (to restore energy in the muscles) and protein (important for growth and repair).

Studies suggest that you should eat approximately 1g of carbohydrate per kg of body weight within the first 10-15minutes after exercise.

This could be a banana or a large glass of chocolate milk which are the easiest options courtside, or below are some other examples to mix it up.

Light and easy to eat:

- 250ml-350ml of liquid meal supplement (up and go or the like)
- Jam sandwich (thick bread and plenty of jam)
- 3 muesli bars (these are high fat if chocolate coated)

Quick, low fat and nutritious:

- 250-350ml liquid meal supplement
- Home-made low-fat milk shake/fruit smoothie
- Cup of vegetable soup with wholemeal roll
- Carton of low-fat yoghurt and a muesli bar (not chocolate)
- Bowl of cereal with skim mil
- Bowl of fruit salad with ½ carton low-fat yoghurt

Before heading to the netball court ask the question ‘*will I be hanging around after my game for more than 20 minutes?*’ if the answer is yes, you will need to make sure you have a snack packed.

Recovery Nutrition

Recovery food is to replace the energy and fluid players have lost during the training/game. To start the restoration of muscle and liver glycogen in preparation for the next training or game. In addition it helps to manufacture new protein in terms of the repair and adaptation process and assists in the immune system to counteract damage and challenges created by the recent exercise.

Immediately post exercise and **within the first hour of finishing**, athletes are encouraged to eat a **carbohydrate rich snack or meal that provides 1-1.2g of carbohydrate per kg body weight**.

Options for a CHO and CHO-protein rich recovery snack and the recommended quantity for a 60kg athlete is listed in table below.

CHO- protein recovery snacks	Quantity Containing 50g	Quantity recommended for 60kg athlete
Liquid meal supplement	250ml	300ml
Creamed rice	300g	360g
Low fat flavoured milk	600ml	720ml
Cereal and milk	1 large bowl	Larger!
Bread roll with cheese and meat filling and 1 banana	1 large bread roll 1 medium banana	1 large bread roll 1 large banana

Between games

Between games the focus is on general healthy eating habits. Maintain a healthy bodyweight, eat a variety of different foods and enjoy the diet.

Hydration

When our bodies need water we get thirsty and as a result we drink. When we are busy and there is no water bottle in sight we push it aside and end up dehydrated, unfocused and under performing.

Players should get used to having a drink bottle in their hand at all times!

The solution is simple: **bring one or more filled bottles with you to every game and practice.** This is the responsibility of players, coaches, managers and parents (of younger children). A hydrated player will always out perform and out last a dehydrated player.

CARBOHYDRATE (CHO) DRINKS

- The intake of carbohydrate sport drinks has been shown to be only beneficial for **high intensity exercise of approximately 60 minutes or greater.**
- If a training is less than 60 minutes and is not high intensity for entire 60 minutes water is sufficient.
- Carbohydrate drinks (ie Powerade) are only necessary if a player exercises for over an hour at a **very high intensity.** The average 40 mins weekend game does not require a sports drink high in carbohydrates. Essentially it can be classified as unnecessary calories and has a negative impact on teeth hygiene. One bottle of a carbohydrate sports drink has the same sugar as 12 chocolate chip biscuits.

How much should I drink?

This will depend on how hydrated you are. The best way to check is to take note of the colour of your urine. A dark golden/yellow colour indicates dehydration and therefore the need to consume more water. Light yellow to clear urine indicates you are hydrated and ready for action. Good to avoid the occurrence of dehydration on game day.

- Hydration is vital for performance
- Ensure the athletes start well hydrated – clear or pale urine
- 2 hours before exercise a player should consume 500-600ml (2 cups) of water
- 15-30 minutes before exercise a player should consume 250-500ml (1/2 to 1 cup) of water or sports drink
- During exercise athletes consume 750-1000ml (water or sports drink) for every hour of exercise
- Sports drinks (with carbohydrates in them) aid hydration. The CHO helps the gut to absorb the water
- If using sports drinks, an athlete will need to practice to ensure their stomach tolerates it.

TIP: A cheaper version of a sports drink is: 2/3 and 1/3 water with a pinch of salt. This can be made in bulk for the whole team.

To monitor hydration levels:

- Before and after game weighing in the same clothes
- Weight should be the same or very similar
- If weight has dropped it is purely due to dehydration
- For every kg lost the athlete must consume 1 litre of fluid
- Greater than 2% dehydration adversely affects performance and can reduce endurance capacity, reduced power output and adversely affects concentration, reaction time and acceleration
- Monitor urine colour as above
- Be aware that changes in diet can also affect urine colour e.g. beetroot can turn it reddish, berocca can make it yellow

Team Recovery Plan

In consultation with your head coach (physio if you have one) they will advise the recovery plan which the manager can implement

- Set up your recovery plan that best suits your team
- Practise it well before the tournament
- Get your players to take responsibility for recovery – after all it helps them and the team
- Stick to it through out the week
- Recovery should be a non-negotiable part of your week e.g. all players do this
- The team that recovers and copes well with the week will perform better at the end of the week when everybody is tired

Cool down

5-15 minutes of active recovery – walking or running post activity assists to remove waste products generated during the training and game.

As recovery starts – start to rehydrate to minimise the effect of fluid loss during the training and game. A combination of dynamic and static stretches can be used after the active cool down. Static stretches whilst out of favour in many circles do have their place.

Sleep

Sleep is the most important recovery strategy – especially in the younger athlete. Sleep has a direct relationship with athletic performance. Sleep lengthy, quality and phase are all important to the overall 'recovery' that results and affect an athletes ability to train, maximise the training response, performance and recovery.

Capitalising on the restorative power of sleep will help maximise:

- Energy
- Mood
- Decision making skill
- Reflex response

In addition, attending to the importance of sleep will reduce the risk of overtraining/ under-recovery, enhance resistance to illness and improve recovery from injury.

Ice bins recovery

Rationale is that it aids removal of waste products from muscles of the leg

- Use rubbish bins that cover at least up to the knees preferably thighs as well
- Alternatively a bath at the motel could be used
- Stand in the bins for 3 minutes

Sports Massage

Sports massage is a great way to flush out tired legs. Research has shown that massage leads to a relaxation state (decrease heart rate, blood pressure and decrease in nerve activity)

Self massage with a sports roller is also a great idea.

Compression Clothing

Skins and the likes provide a variety of different types for different reasonings. Predominately these are to promote circulation and therefore the removal of waste products within the muscles and to assist in maintaining body temperature levels in colder temperatures. Increased fluid consumption is

recommended for both massage and compression clothing to assist with the transfer and elimination of waste products throughout the body.

Other options

- Encourage players to lie back with legs up the wall thus aiding lymphatic drainage and removal of waste products
- Discourage players from wandering around on feet too much or standing in one place and watching another game
- Rest: Maximum 40 minute nap (30 minute sleep and 10 minute doze). Depends on length of time between games. If only 2 hours there will not be enough time for sleep
- Pool recovery sessions. Dynamic stretching regime in a warm pool environment. 10-15 minutes. This can be done at the end of the day or early next morning. Should be performed at a tempo/pace that is low to moderate yet still keeping the muscles warm from stretching. Hydration is also a must during these recovery sessions
Passive pool recovery are performed in a warmer temperature pool of above 28-30 degrees and should also include adequate hydrations, followed immediately by a flexibility/stretching session

Check Sheet

Recovery Element	Details	Rate	When	Comments
Cool-down	Fast walk, Slow Walk stretch	*NR	After EVERY – match and training	5 min walk. Stretch 10-15min
*SLEEP	8+ hours Less than 8 hours	*4 *3	Every day	If you get less than 8 hours sleep, aim to top up your sleep with a 30 minute nap after lunch. This would restore the rating to 4
*NUTRITION & HYDRATION	Eat regularly every 2-4 hours Continue to hydrate throughout the day	*4	Every day	Aim for a high quality ‘whole Foods and adequate water
COLD WATER IMMERSION & CONTRAST WATER THERAPY (HOT:COLD)	5-15 min @ 10-15°C 3 rounds of 1min hot:1min cold	3	Post-match and training	Use either method post game to aid in recover
ACTIVE RECOVERY	20-30 min easy ‘off feet’ activity (cycling/swimming)	2	On rest days	Keep the exertion level low (RPE4)
COMPRESSION	High quality compression garments	2	After games/to bed or when travelling	Wearing of compression garments is an individual thing. Sleeping/travelling in them is beneficial if it does not disturb sleep or become uncomfortable
MASSAGE	Carried out by masseuse	2	On rest days	Hold each stretch for at least 30sec. (20-30sec for each muscle group)
STRETCHING	Approx. 20 min whole body	2	Post-match and training and rest days	
SELF-MASSAGE	Foam roller	2	Post match and training and on rest days	

NOTES: *non-negotiables *NR – no rating (non-negotiable)

As can be seen in the table, traditional and simple forms of recovery are emphasised as they have been shown to have a greater effect on recovery than some other forms. Nutrition, sleep and hydration should be the foundation of any recovery programming.