



NETBALL
NEW ZEALAND
POITARAWHITI AOTEAROA

Team Manager's Season Handbook

We live this game.



Contents

Introduction **4**

Section 1 Pre Season **5**

- » Team Administration
- » Team Uniform and Equipment
- » Team's Finances and Fees
- » Team Activities
- » Pre Season Checklist

Section 2 In Season **9**

- » Weekly
- » Game Day
- » Tournaments

Section 3 Post Season **12**

- » Team Administration
- » Team Uniform and Equipment
- » Finances and Fees
- » End-of-Season Function/Prizegiving
- » Post Season Checklist

Section 4 Tips and Templates **13**

- » What is in a Team Manager's Kit?
- » Team Equipment
- » Questions to Ask the School/Club/Centre Co-Ordinator
- » Team Pre-Season Questionnaire
- » Score Sheet
- » General Game Statistics
- » Shooting Statistics
- » Team Contact
- » Team Expenses
- » NetballSmart - Smart Preparation



NNZ would like to thank Cadbury for their generous support of our remarkable Netball volunteers. Cadbury as the Official Volunteer Partner of NNZ make it possible to deliver the NNZ volunteer strategy.

Introduction

How to use this resource

Team managers are an essential element in sport and within Netball in New Zealand (NNZ). Typically, these roles are filled by volunteers with little or no training prior to taking on the position.

This handbook aims to serve as a source of information and reference to help guide you through a Netball competition season. The information within is appropriate for secondary school age teams through to premier club, age-group representative and beyond.

For more experienced team manager's, some of this information may seem simple, but we hope that regardless of team level and existing experience, there will be some helpful details to assist you in your role.

In this handbook a school/club/Centre co-ordinator is often referred to. The co-ordinator that you liaise with will depend on what team you are managing, a school team, club team or Centre representative team for example.

The information included in this handbook builds on from the NNZ Introduction to Team Managing resource. It is recommended that you read that introduction first to establish an understanding of the foundations of the role. Following on from this handbook you may also wish to read NNZ Team Manager's One-Day Handbook and Multi-Day Handbook for information, templates and resources related to tournaments.

NNZ would like to thank all team managers for their time, effort and contribution to Netball in New Zealand.

The most important skills you will need are communication, relationship building, organisation, planning and adaptability. Remember, the team manager takes care of everything off-court so that the coach and players can focus on performing to their full potential on-court.

All the best for your season ahead and a very big thank-you for all you do in this role.



Esther Molloy

Silver Ferns Team Manager



Check out these other resources for team managers:

- Introduction to Team Managing
- Team Manager's One-Day Tournament Handbook
- Team Manager's Multi-Day Tournament Handbook

Section 1 Pre Season

Before the season starts, the team manager's role generally has an administrative focus with all the paperwork and systems needing to be set in place. It is at this time that alignment with the coach as well as the school/club/Centre co-ordinator is key. Take time to have meetings to help ensure that everyone is 'on the same page' and has a clear understanding of their roles and responsibilities.

Team Administration

Connect with your school/club/Centre co-ordinator regarding requirements and deadlines for team registration and any additional forms to be completed such as player history and player photos (depending on the level of the team). You will then need to have together all the necessary information from the players.

Once you have all the key team information – including dates and venues for trainings and competitions as well as any tournaments the team may have coming up – it is important to share these details with the team management, players and family/whānau. You also need to pass on to them the information regarding fees, umpiring and uniforms. This can be in whatever form you think works best for you and the team. It could be a one-page document with the key dates and information, through to a calendar covering a few months at a time.

Consider:

- Creating a pre-season questionnaire to enable you to get to know the players (and family/whānau). For example, ask for their emergency contact details, current or historical injuries and any necessary medical information.
- Thinking about how you can adhere to privacy and confidentially best practice when collecting player information and being privy to sensitive information and conversations.



An example of a Team Questionnaire can be found in the Tips and Templates section of this handbook.

Team Uniform and Equipment

Another pre-season responsibility is overseeing team equipment and to assist in the distribution of team uniforms.

Once all the team equipment has been received it is useful to undertake a stocktake of what has been issued so you can keep track of everything that will need to be returned at the end of the season. Make sure you let the school/club/Centre co-ordinator know if any of the equipment breaks or malfunctions during the season.

After players (and team management) have received their uniform for the season it is helpful to let everyone know their responsibilities, e.g. how to care for the uniform, when to wear what items, as well as the competition uniform regulations and appearance standard they need to adhere to.

Generally, the equipment allocated to teams includes balls for training and games, bibs for trainings and games, training equipment – spots or cones, ladders or hurdles, tennis balls – and a first-aid kit.

Consider:

- Discussing with the coach and school/club/Centre co-ordinator about what other training equipment may be required and available for the team.



Examples of equipment that can be included in a team manager's kit and additional team equipment can be found in the Tips and Templates section of this handbook.

Team's Finances and Fees

Depending on the level of team you are associated with, you may be responsible for the team's finances too. This may include communication around and collection of player fees, fundraising expectations and also a statement of any monies spent. The school/club/Centre co-ordinator should advise your level of responsibility in terms of finances and fees.

Keep dated GST receipts for all purchases made on behalf of the team. If distributing money to other team members, make sure you advise them that a GST receipt must be obtained.



An example of a Team Expense sheet can be found in the Tips and Templates section of this handbook.

Team Activities

You may be required to lead or assist in pre-season [and in-season] team activities to help build inter-team relationships and team culture. Talk with the coach so you understand their expectations and guidance. Some ideas for team activities are:

- Team Dinner, BBQ, Shared Lunch
- Amazing Race/Scavenger Hunt-type activity
- Mini Team Activities – smaller ongoing competitions and activities
- Team Baby Photo Quiz – a great way to get to know each other too

Consider:

- Googling “Minute to Win It” game show for ideas of fun, quick and easy-to-run games/activities. There are also platforms like Kahoot that you can use to build and run quizzes.



Pre-Season Checklist

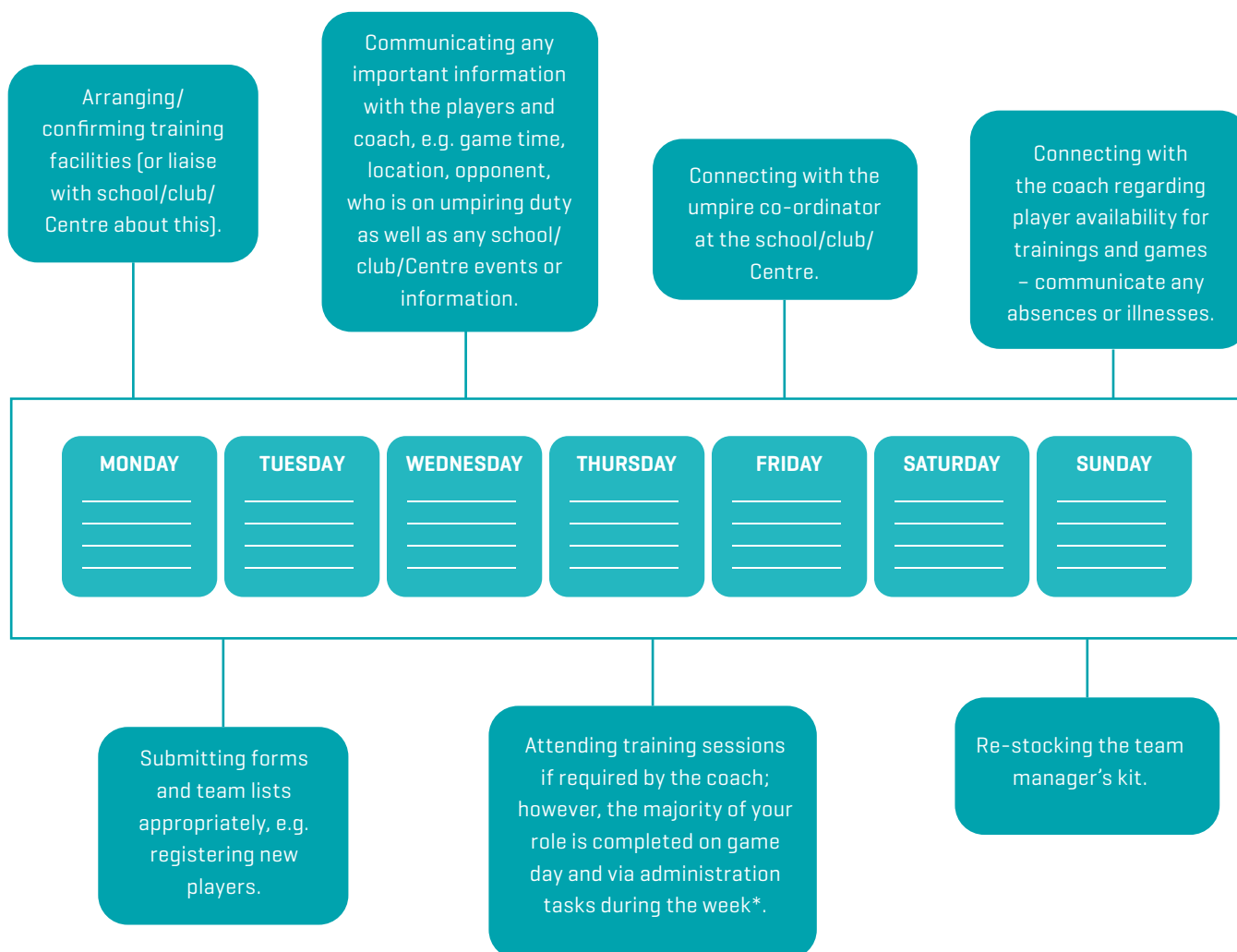
Arrange a pre-season foundation meeting with the coach to set expectations for the season.	
Collect contact details for all players including emergency contact details, allergies, medications required, and current and previous injuries.	
Obtain and collect all relevant competition information from the school/club/Centre.	
Create a season calendar/list of dates for the team.	
Arrange the collection of team equipment and complete a stock take of equipment supplied.	
Distribute uniform and create a uniform records sheet to track this.	
Attend school/club/Centre pre-season meeting.	
Notify the team of training time, venue and expectations.	
Notify the team of season game schedule/draw.	
Check that the team bag has all additional equipment required for games – see checklist in the Tips and Templates section of this handbook.	
Ensure all required team administration forms have been submitted – team registration etc.	
Communicate information around fees and fundraising requirements for the season.	
Arrange pre-season family/whānau meeting.	
Arrange any pre-season team activities as required.	
Create an attendance sheet for players and management during the season to record known absences, illnesses, etc.	

Section 2 In Season

During the season, things get in to more of a rhythm with trainings and games that repeat week on week. It is important to keep the communication flow in place as well as arranging check points with the coach and school/club/Centre co-ordinator to ensure that the team is progressing towards its goals. This is also a good time to check that the expectations are still clear and to address any issues if needed.

Weekly

On a weekly basis, a team manager would be responsible for:



* If you and the coach decide it is important that you are at every training, make it worthwhile by taking on tasks such as filming, recording statistics, and assisting with timing of the session or drills. You can also allocate some time before or after training to share key details on upcoming games or tournaments. As you build towards important parts of a season, e.g. finals or a tournament, you may be required to attend more trainings.

Game Day

Your role on game day is focused around ensuring the team and schedule runs to time. Tasks can include:

PRE GAME

- Arranging team transport (if required).
- Ensuring all team members are aware of and adhere to the arrival time. Report any lateness or absences to the coach so they can adequately adjust their game plan.
- Encouraging players to be prepared for the game, e.g. water bottles full, strapping done and nails cut.
- Checking in with the game/competition/tournament co-ordinator.
- Collecting scorecards/team-cards and ensuring these are filled out correctly, signed and handed in by the deadline.
- Organising a scorer for the game (if required at your level).
- Having all team equipment (bags) brought to the game and available for the warm-up and game.
- Bringing the team manager's kit.
- Keeping the time so that the team members are aware of when they need to warm up, move to the match court and start the game.

DURING GAME

- You may be required to keep score, take game statistics or keep time during the game.
- Being aware of the amount of time left in the game as well as the timing of the breaks. This helps players to warm up as necessary and to let the coach know when the players need to be back on court after breaks.

POST GAME

- Moving the team from the court so the next game can begin.
- Keeping the team together for a post-game debrief as directed by the coach.

ALL THE TIME

- Monitoring and giving advice on nutrition and hydration, especially for day/week tournaments.

Consider:

- Creating a roster for the team equipment responsibility – it does not need to be the sole responsibility for the team manager to transport the gear.

Tournaments

There may be tournaments as part of some teams' seasons. These can range from one afternoon through to 4 to 6 days in length. Different types of tournaments will require different things from a team manager. Your main responsibilities remain the same, with the addition of travel and transport to the tournament and responsibility of players' well-being 24/7. The wellbeing of players includes their nutrition and hydration needs as well as recovery and sleep processes.



*More information on the requirements and planning needed for tournaments can be found in the **NNZ Team Managers One-Day Tournament Handbook** and the **NNZ Team Managers Multi-Day Tournament Handbook**.*



Section 3 Post Season

Much like pre-season, the post-season is administration focused as the team looks to wrap up the season.

Team Administration

Connect with the school/club/Centre co-ordinator regarding any requirements for an end-of-season feedback meeting or report to be completed. This is also a good time to collect feedback, both from players and family/whānau. You should also consider having a season debrief with the coach.

Team Uniform and Equipment

It is time to return the team's allocated equipment and collect back any loaned uniforms from players and team management. Check when this all needs to be returned by.

Finances and Fees

Ensure all fees and fundraising monies have been returned. If a team budget has been allocated, ensure the appropriate paperwork including receipts are submitted.

End-of-Season Function/Prizegiving

There may be an organised event through the school/club/Centre. Be sure to share the invite with your team management, players and their family/whānau. They will need to know the date, time and expectations around this event.

You may wish to have a separate team function for your team members – something as simple as a team dinner or BBQ to celebrate the season and say goodbyes.

Post Season Checklist

Arrange the collection and return of the team equipment and uniforms [if required].	
Attend the school/club/Centre post-season meeting.	
Notify the team of any post-season function/prizegiving/gathering .	
Reconciliation of team finances if required – see the Team Expenses template on page 23.	
End-of-season debrief/survey with players and/or coach.	
Provide the school/club/Centre co-ordinator with a post-season report/feedback [if required].	

Section 4 Tips and Templates

What is in a Team Manager's Kit?

This can vary depending on the age group and level of the team you are managing. As a starting point, consider the following items to have accessible in your kit at all times.



A list of players and their medical details/contacts, school/club/Centre co-ordinator contacts



Nail Clippers



Hair ties, hair clips/pins



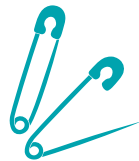
Bags (for rubbish, tissues, etc.)



Tissues or paper towels, hand towels



Clipboard for team sheets and papers on the sideline



Safety pins, sewing kit (for uniform emergencies)



Countdown timer, stopwatch



Small notebook for recording expenses, notes, etc.



Spare playing knickers and socks



Spare playing uniform – dress, bibs



Tampons/sanitary pads



Wet-weather gear, e.g. tarpaulin, black bags to cover team gear on the sideline



A few muesli bars or snacks just in case a player (or coach) needs a quick energy top-up



INF Rule Book and copy of competition rules/regulations

Consider:

Using a small craft box or fishing tackle box to hold the little things that need to be easily accessed, e.g. hair ties and clips/pins, tissues, pens and nail clippers.

Team Equipment

Once you have been allocated team equipment (this could include training balls, match ball, training bibs, match bibs, training equipment cones/spots, ladder/hurdles) for the season, it is useful to carry out a stocktake of all items so you can ensure you return them at the end of the season. You may find it helpful to include some additional items that could be needed during the season for team trainings and games, such as:



Extra Balls and ball pump



Extra set of training bibs to wear on court if there is a uniform clash with opposition



Extra set of bibs for making substitutions during games (if this is within the rules at your level)



First-aid kit including Panadol, plasters and strapping or K-Tape



Stationery - pens, pencils, scissors, markers (including a permanent laundry marker and whiteboard marker), stapler, rubber bands, Blu-Tack, drawing pins, cellotape



Scorecards/scoresheets, etc.



Extra hand towels or paper towels



Spare laundry bags (for dirty bibs or use at multi-day tournaments)



Door stops



Spare stopwatches or timers



Spare printed copies of the players' contact details and emergency contact details



Spare drink bottles (players should have their own)

*Players should have individual clearly labelled drink bottles. Sharing of drink bottles should not be permitted, to avoid passing on of germs and illness, especially in light of the **COVID-19 pandemic**.*

Questions to Ask The School/Club/Centre Co-Ordinator

Season costs:

- » How much the fees are; how players can pay; deadline for payments.

Expectations of the players from a school/club/Centre perspective:

- » Grading, umpiring, fundraising, coaching other teams, events – team photos, prize giving.

Expectations of the manager from the school/club/Centre's perspective:

- » How much is done by the school/club/Centre and how much the manager will take on, e.g. risk management, chasing fees, team finances.

Incidents, Accidents and Health and Safety:

- » Understand the chain of reporting if there were to be a serious incident, accident or Health and Safety concern e.g. who to contact first at the school/club/Centre after the appropriate first response has taken place.

What other sports players may be involved in:

- » Are players involved with other codes? When are those tournaments and trainings? How will these impact the team?

Contact details for other teams:

- » Check the process for finding and contacting replacement players during the season – do you need to contact other teams to arrange players or will the school/club/Centre co-ordinator manage this process?

Confirm tournament information:

- » Dates for tournament weeks, accommodation, transport bookings.

Communication process:

- » Flow of information through to the team and then to players and family/whānau.

Trainings:

- » Where and when the team will train, what facilities and equipment are made available to teams.

Team gear and uniforms:

- » What equipment is allocated to teams, what uniform the players must wear and how they access the uniform.

Registration:

- » The maximum number of players a team can register, cut-off dates for registration, process for registration (who is responsible) and for registering additional/replacement players during the season.

Team cards:

- » How to fill these out and where and when to submit them.

Duration of the games:

- » How long are games and breaks? How are games started and stopped (central or individual timings)?

Scoring:

- » Requirements of each team; how to fill out the scorecard/scoresheet.

Umpiring:

- » Allocation process; complaints process.

Injuries:

- » How injury stoppages work, if stoppages are applicable to your grade and team.

Team Pre-Season Questionnaire

PLAYER'S NAME	
ADDRESS	
CONTACT NUMBER	
EMAIL ADDRESS	
DATE OF BIRTH	
EMERGENCY CONTACT DETAILS	
NAME	
RELATIONSHIP	
CONTACT DETAILS	
CURRENT INJURIES	
PAST INJURIES	
ANY MEDICAL INFORMATION TO BE AWARE OF (MEDICATIONS, ALLERGIES)	
DIETARY REQUIREMENTS	

Score Sheet - Example

- The team that takes the first centre pass is Even's. The other team is Odd's. Add this into the Even's/Odd's box for the first quarter.
- Alternate the centre pass between teams in the Centre Pass column.
- Add goals as a number under the team that scored.
- Mark a missed goal with an X.
- At the end of the quarter mark out the unused area.
- Carry the end of quarter score across to the top of the next quarter area.
- Work out the Even's/Odd's for the next quarter:
 - » If the ball was in play, swap the Even's/Odd's for each team.
 - » If a goal was just scored, and the ball is not in play, the Even's/Odd's stay the same for each team.

Team 1: **A** Team 2: **B**

Date: **DD/MM/YYYY**

FIRST QUARTER			SECOND QUARTER			THIRD QUARTER			FOURTH QUARTER		
EVENS	B		EVENS	A		EVENS	A		EVENS	B	
ODDS	A		ODDS	B		ODDS	B		ODDS	A	
Centre Pass	Team 1	Team 2	Centre Pass	Team 1	Team 2	Centre Pass	Team 1	Team 2	Centre Pass	Team 1	Team 2
B		1	Q1 Score	7	9	Q2 Score	14	13	Q3 Score	20	20
A	1		A	8		B		14	B		21
B		2	B		X10	A	15		A	21	
A	X	3	A	9		B		15	B		22
B		X4	B	XX	11	A	16		A	22	
A	2		A	10		B		X16	B		23
B		5	B		12	A	17		A	X	
A	3		A	X11		B		17	B		24
B		6	B		13	A	18		A		25
A	4		A	12		B		XX18	B	XX	X26
B		7	B	X13		A	19		A	23	
A	5		A	14		B		19	B	24	
B		8	/			A	20		A	25	
A	6					B		20		B	
B		9	/			A	/		A	/	
A	7										
B	/		/			/			/		
A											

Match Won by: **B**

Final Score: **27 - 25**

General Game Statistics

Team: _____ Opposition: _____

Date: _____

QUARTER	BAD PASS	DROP BALL	STEP	BREAK	CONTACT	OBSTRUCTION	OTHER	NEGATIVE TOTAL
GS								
GA								
WA								
C								
WD								
GD								
GK								
INTERCEPT								
TIP								
REBOUND								
OTHER								
POSITIVE TOTAL								

QUARTER	BAD PASS	DROP BALL	STEP	BREAK	CONTACT	OBSTRUCTION	OTHER	NEGATIVE TOTAL
GS								
GA								
WA								
C								
WD								
GD								
GK								
INTERCEPT								
TIP								
REBOUND								
OTHER								
POSITIVE TOTAL								

Shooting Statistics

Team: _____

Opposition: _____

Date: _____

TEAM 1		TEAM 2	
NAME	ATTEMPTS/SCORED	NAME	ATTEMPTS/SCORED
GS		GS	
GA		GA	
TOTALS		TOTALS	
%		%	
QUARTER 1			
GS		GS	
GA		GA	
TOTALS		TOTALS	
%		%	
QUARTER 2			
GS		GS	
GA		GA	
TOTALS		TOTALS	
%		%	
QUARTER 3			
GS		GS	
GA		GA	
TOTALS		TOTALS	
%		%	
QUARTER 4			
GS		GS	
GA		GA	
TOTALS		TOTALS	
%		%	
NAME		NAME	
Q1	Q2	Q1	Q2
Q3	Q4	Q3	Q4
TOTAL	TOTAL	TOTAL	TOTAL
%		%	
TOTAL		TOTAL	

Calculate the % by using this formula: Successful Goals divided by total attempts x100
 e.g. 18/20 = 0.9
 x 100 = 90%

Shooting Statistics - Example

Team: _____

Opposition: _____

Date: _____

TEAM 1				TEAM 2										
	NAME	ATTEMPTS/SCORED	TOTALS	%		NAME	ATTEMPTS/SCORED	TOTALS	%					
QUARTER 1	GS		10/10	100	GS									
	GA		3/3	100	GA									
QUARTER 2	GS	X X X	7/10	70	GS									
	GA	XX	2/4	50	GA									
QUARTER 3	GS		6/6	100	GS									
	GA	X	4/5	80	GA									
QUARTER 4	GS	X X X	7/10	70	GS									
	GA	X X	7/10	70	GA									
	NAME	Q1	Q2	Q3	Q4	TOTAL	%	NAME	Q1	Q2	Q3	Q4	TOTAL	%
	TESSA	10/10	7/10	6/6	7/10	30/36	83							
	ASHLEY	3/3	2/4			5/7	72							
	SAM			4/5	7/10	11/15	73							
	TOTAL	13/13	9/14	10/11	14/20	46/58	79	TOTAL						

Calculate the % by using this formula: Successful Goals divided by total attempts x100
 e.g. 18/20 = 0.9
 x 100 = 90%

3 Tips!

8

Sleep more than 8 hours a night and you will play better



ENERGY IN = ENERGY OUT.
Eat well to play well



Check your shoes...
how's the tread?

Ensure Fair Play

- Team Spirit
- Support
- Joy
- Respect

Environment

Consider both the physical and social aspects of a player environment. The environment is important for player growth, enjoyment and injury prevention.

Sleep



> Research shows that having 8 hours a sleep, 5 days a week improves performance and decreases injury rate.

> Get a good night sleep before trainings and game days.

Fluid



> Drink 500ml in the hour before the game. Plus drink during and after the game.

Food

TWO HOURS BEFORE GAME TIME EAT:



BREAKFAST

Cereal, yoghurt and fruit, scrambled eggs on toast



LUNCH

Salad and meat sandwich or wrap, scrambled eggs on toast, toasted sandwich

POST-GAME FOOD TO EAT



Footwear



- > Choose Netball shoes not running shoes to play the game.
- > Netball shoes or cross trainers are designed for quick changes in direction.



Celebrate success



The court and surrounding area should be free of hazards



Minimise fear of failure



If it's cold, wrap up warm

Physical Preparation



Build strength to cope with the physical demands of Netball.

- > Do the NetballSmart Dynamic Warm-Up 2-3 times a week.
- > Do 2-3 on your feet training sessions a week. i.e. running, circuits.



PO Box 99710, Newmarket, Auckland 1149 | Level 1, Windsor Court, 128 Parnell Road, Parnell, Auckland 1052

Telephone: +64 9 623 3200 | Email: info@netballnz.co.nz | NetballNZ.co.nz