**PANTHERS ELITE NETBALL: TEAM MANAGER ROLE**

**GENERAL RESPONSIBILITIES**

Communication to the Teams parents is the most important task. Keeping the parents and players up to date.

You are a general point of contact for your player’s parents. Any issues can be directed or escalated to the Head Coach (Emma Wilding).

All team managers work closely together, helping and assisting each other, you are never alone, and the Lead Team Manager (Jo Haines) will always be on hand to help.

Set up or maintain a WhatsApp group for the team – advising your team of all netball related messages.

Support for all queries/questions – you will be added to the Panthers Team Managers WhatsApp group – for all things teams related. (This is where the information will come from – you will be asked to relay to your teams (via WhatsApp.) Information such as changes to match fixtures (Wavell league, Hampshire league, away and home tournaments, urgent messages, anything at all relating to netball that needs to be communicated to all teams. Information may also be available via Pitchero.

Work with Membership Secretary to ensure your current team member’s information is up to date on the membership master.

Direct any membership/trial queries to the Membership Secretary for processing: joinpanthers@outlook.com.

Once a new member joins the club, you will be notified if they are part of your team. Add any new members to your WhatsApp group and advise all information relating to the team.

Assist new members (players/parents of your team) with setting up Engage/Pitchero if required.

Ensure team members/players/parents are aware of all Panthers social media sites (Pitchero, Facebook, Instagram, Twitter and our Website).

Ensure team members are aware of kit requirements – refer parents to the website for all kit orders.

Attend Panthers committee and/or Team manager meetings where applicable (invite only).

**KITBAG**

Ensure your team has a full kit bag – including overhead bibs, patch bibs, balls (including a match ball), first aid kit, ice packs, scoreboard flip cards (if performance team) and hooter (if performance team).

All items can be purchased and then expenses reclaimed via Panthers [expense form](https://form.jotform.com/230253326827353).

**MATCHES**

Looking after the players at matches. Positivity at all times – regardless of the outcome of the match.

1. **BENCH TEAM**

Ensure you have a scorer/timer and first aider (should ideally have a basic first aid qualification. As the Team manager you can also do this yourself, however, it is best to have a couple of parent helpers at every match.

For Hampshire League matches, all bench team members MUST hold an England Netball membership. The social and supporting membership (around £15 per year) is sufficient if they are not already a playing member of England Netball.

1. **WAVELL LEAGUE**

Complete Wavell score sheet for every match with names of players/positions played and give to your scorer at the match – the scorer is to complete the scores per quarter.

At beginning of match (or latest at the end) ensure that both umpires and both scorers have been named on the score sheet.

The completed score sheet is placed in the league results box (Court 1) or if you forget please send copy to the Wavell league WhatsApp group later that evening.

1. **HAMPSHIRE LEAGUE**

Complete the Hampshire results sheet for every match with all details completed including names of players/positions played/quarters played/official and team bench details.

Give score sheet to your scorer at the match – the scorer is to complete the scores per quarter. Score sheet is returned to you.

At beginning of match (or latest at the end) ensure that both umpires, scorers and timers have been named on the results sheet.

The completed results sheet is uploaded to the league via QR code (on the bottom of the form) and the score is also recorded on the HHA Jun results WhatsApp group that day.

1. **SCORES ON PITCHERO**

At each quarter enter the score on Pitchero and share. If you miss the quarter scores, then please just enter the final score on Pitchero so it can be shared on our social media channels.

1. **MATCH PERFORMANCE**

At each match take a team photo and send to the coach to load onto Pitchero.

Top tip – take the photo BEFORE the match! – we want to celebrate all of our teams across all age groups regardless of the match result.

**COACHES**

It is our intention to have a coach at every match for the Wavell and the Hampshire league matches (this does not include our own friendly home tournaments and any away tournaments that we may be invited to, although we do aim to have coaches attend the away tournaments.)

Work closely with the coaches at matches.

The Coaches responsibility will be to coach the team and to select the team for all matches. Team selection will be made via Pitchero, ideally with 48 hours’ notice.

**UMPIRES**

Umpires be organised and communicated for all the matches by Umpire Secretary. Details of the umpires for each match will be placed on Pitchero.

Some umpires will need to be paid at your team’s match – Wavell and Hampshire - if they are not Panthers umpires (this will also be made clear on Pitchero).

If required, you will need to pay the umpire in cash (see fee schedule below) and you claim this cost back via the Panthers treasurer. To claim the money back you complete a Panthers [expense form](https://form.jotform.com/230253326827353) after the match. The Panthers treasurer will process and arrange payment to you ASAP.

To be set up as a Panthers payee you will be required to give treasury your bank account details for the umpire fees to be reimbursed.

In most cases (for Wavell matches) our umpires are paid directly as they are also Panthers members. Hampshire league umpires (in the main) are locally sourced from Southampton so will be required to be paid.

The umpire fees are as follows for Wavell:

* Working towards INTO £7.50
* INTO qualified £10
* Working towards C (WTC) £15
* C Grade £20

For Hampshire League, all umpires must be Grade C and are paid £20 cash per match.

**TEAM MANAGER CONTACTS 2023/4**

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| **Team** | **Name** | **Email** | **Mobile** |
| U8&9 | Rosie Bunnage | [grimesrosie@yahoo.co.uk](mailto:grimesrosie@yahoo.co.uk) | 07769220645 |
| U10 | Emma Cox | [emmacox2308@gmail.com](mailto:emmacox2308@gmail.com) | 07715117368 |
| U11 Rockets | Bev Marshall | [bevmarshallnetball@gmail.com](mailto:bevmarshallnetball@gmail.com) | 07963887622 |
| U11 Dynamos | Chloe Hughes | [Chloefhughes@gmail.com](mailto:Chloefhughes@gmail.com) | 07889 747089 |
| U12 Performance | Xanthe Knight | [xantheknight@gmail.com](mailto:xantheknight@gmail.com) | 07866627799 |
| U13 Performance | Jacqui Alvares | [josealvares0602@gmail.com](mailto:josealvares0602@gmail.com) | 07551947675 |
| U13 Development | Emily Scotcher | [emilyscotcher@yahoo.com](mailto:emilyscotcher@yahoo.com) | 07843 593715 |
| U14 Performance | Jo Haines  Sarah Lester | [jo\_haines@live.co.uk](mailto:jo_haines@live.co.uk)  [sarahlester2018@outlook.com](mailto:sarahlester2018@outlook.com) | 07725415052 07885653180 |
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