



**VICTORIOUS SECRET
NETBALL CLUB**

Team

Managers

Handbook

Team Managers!

The success of your team is in the hands of its Team Manager! These are wonderful people who put their hand up to coordinate the routine tasks required to get their teams on court.

Broadly speaking, the role of The Manager for Victorious Secret NC is as follows:

- Message the team once per week to confirm your players for training and that week's match
- Communicate with the Coach any issues
- Collect and complete the score card before matches
- Ensure each player has a uniform at the start of the season, no jewelry, correct footwear and short nails
- Ensuring the scoring roster of parents participate in.

Within that, ideally you would be working towards the following:

- Be the 'Gate Keeper' between the parents and the coach
- Feeding into the coach any intel you feel they need
- Being a 'Sounding Board' for the coach to bounce ideas around with
- Assisting at training with drills
- Handling votes at each game
- Keeping record of attendance
- Passing on match reports to the Coaching Coordinator

We are committed to your enjoyment of the role and look forward to working with you.

Victorious Secret Netball Club Expectations

Being a volunteer takes commitment. As a team manager VSNC would expect a certain level of commitment required to give our teams and its players the best learning environment possible.

- Having a complete list of contact details for your team
- Distributing a scoring roster prior to Round 1 to all players parents (Please don't include the Coaches family)
- Reminder prior to game days of parents scoring/voting duties
- Answer any reasonable request from parents/players or communicate them to committee
- Advise committee of any issues or questions that may arise about the team or it's players/parents as soon as possible
- Attend all coaches & Managers meetings
- Ensuring any new players do not take the court until all club requirements are met
- Make sure parents know how to score and fill out voting slips
- Return voting slips and games played slips to Crystal on a weekly basis for club registrar to keep a record.
- Assist in training sessions
- Arrive at training 15 minutes before to assist with set up
- Assist coach with bib changes at games
- Arrive at games 15 minutes before to assist with warm ups

If any member leaves or joins their team, that they need to notify the registrar immediately. There may be other roles/duties from time to time that may be required by the club but the above are the main requirements of VSNC.

Confidentiality Policy

All information concerning players, former players, our volunteers, and financial data, and business records of Victorious Secret Netball Club is confidential. "Confidential" means that you are free to talk about Victorious Secret Netball Club and about your program and your position, but you are not permitted to disclose clients' names or talk about them in ways that will make their identity known. No information may be released without appropriate authorization. This is a basic component of client care and business ethics. The board of directors, staff and our clients rely on volunteer staff to conform to this rule of confidentiality.

Victorious Secret Netball Club expects you to respect the privacy of clients and to maintain their personal and financial information as confidential. All records dealing with specific clients must be treated as confidential. Committee members are responsible for maintaining the confidentiality of information relating to volunteers, in addition to clients.

Failure to maintain confidentiality may result in termination of your position, or other corrective action. This policy is intended to protect you as well as Victorious Secret Netball Club because in extreme cases, violations of this policy also may result in personal liability.

Confidentiality is the preservation of privileged information. By necessity personal and private information is disclosed in a professional working relationship. Part of what you learn is necessary to provide services to the applicant or client; other information is shared within the development of a helping, trusting relationship. Therefore, most information gained about individual clients through an assignment is confidential in terms of the law, and disclosure could make you legally liable. Disclosure could also damage your relationship with the client and make it difficult to help the person.

Before you begin your assignment as a volunteer, you should be aware of the laws and penalties for breaching confidentiality. Although the club is liable for your acts within the scope of your duty, giving information to an unauthorized person could result in the club's refusal to support you in the event of legal action. Violation of the state statutes regarding confidentiality of records is punishable upon conviction by fines or by imprisonment or by both.

Code of Conduct for Victorious Secret NC Administration

As a committee member of Victorious Secret, your behaviour is a direct reflection of Victorious Secret Netball Club. The club recognizes that as a volunteer, you willingly give your time and efforts to ensure that players have a positive culture of support and friendship, as well as promoting a healthy competitiveness.

Committee Members must:

- Be diligent in their role
- Attend Committee meetings or forward their apology prior to the meeting
- Treat all people associated with the Club, including members, volunteers, partners, external stakeholders, and other Committee Members with respect
- Attend to their fiduciary responsibility and make decisions based on what is best for the Club, not for individual interest or gain
- Not take advantage of their position on the Committee in any way
- Declare any Conflicts of Interest as they arrive and act to ensure that these conflicts do not pose a risk to the organisation
- Be open to feedback from members and respond appropriately
- Be honest at all times
- Act as a positive role model with respect to good sporting behaviour
- Refrain from smoking and excessive use of alcohol at the Club
- Adhere to the policies and procedures established by the Club
- Adhere to the legislative requirements of the Club
- Respect the equipment and resources of the Club and only use these in Club related business
- Not receive gifts that result in personal financial benefit
- Always look for opportunities for improved performance of the Club operations and Committee functions
- Always represent the Club in a professional manner

Any member of the committee that does not abide by these rules, WILL have instant dismissal from the committee.

Reminder that positions must be entered on to score sheet for each quarter if a player takes the court. Otherwise points can be deducted from your team. If a player is benched, remember that a B must be in place of the quarter of benching, not doing this can result in penalties

- Full names are already printed, any fill in's or new players must be added to the sheet, with their information listed at the bottom. Name, address, phone
- Any injured players throughout the game need to make a note at the bottom of the score sheet
- New players must show birth certificates to the supervisor
- Attendance sheet must be filled out every week, this is available in the book provided
- Any info from the coordinator must be relayed to the parents. Any issues or concerns can be directed to the coordinator
- Rostering parent scorers responsibility for each game
- Discourage parents and friends from giving the players instructions whilst they are on the court. This is the coach's job.
- With this pack you have received
 - Managers handbook,
 - List of players/parents details,
 - Scoring roster.
 - Copy of fixture