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The Garville Netball Club appreciates the time and effort it takes for our members, officials and players to represent our Club. In representing the Garville Netball Club comes responsibilities that are put in place to support the club achieve its goals and mission to become a successful and competitive club.

It takes many people to create a team and each person in the team has a role. The Club has developed a series of responsibilities to be undertaken by members of the team to ensure the team is successful.

Coaches Responsibilities

1. The Coach is to nominate the Captain and Vice-Captain of the team and notify the Management Committee for ratification of these appointments no later than one week prior to the commencement of the competitive season.
2. The Coach shall nominate a Team Manager who shall attend to the needs of the team as required, and advise such nomination to the Management Committee for ratification.
3. It is essential, and a requirement of AMND and State League, that all Coaches attain a minimum of Australian Coaching Foundation level qualification. Development level is a more desirable qualification.
4. The Coach shall keep apprised of any new rules, techniques, drills, training equipment and opportunities for the development of the players in their charge.
5. The Coach shall plan a training program for the team that is appropriate to the grade and capabilities of the team.
6. Coaches must understand the role of the Coaching Director and avail themselves of the Coaching Director to further their Coaching skills.
7. The Coach has access to the Junior Coordinator regarding problems or concerns they may have with players, parents or Team Managers.
8. If a Coach is unable to attend a match they must inform the Junior Coordinator and, in conjunction with the Junior Coordinator, arrange a suitable replacement.
9. Except for State League, State League Reserves, AMND, A1, Inter 1 and Junior 1 teams, Club policy requires that all players are to have approximately equal court time during the course of the season (minor rounds only). In observing this policy, the Club and its Coaches also have the responsibility to develop a winning attitude/mentality. On occasions it may be necessary for the Coach to adjust predetermined court time to meet this Club objective. At Sub-Primary and Primary levels the necessity for shared court time takes precedence over winning as these

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young players need to learn various court skills. Club policy requires that player vacancies be filled from within the Club wherever possible. Where a permanent vacancy cannot be filled from within, then a player will be recruited to strengthen the squad.

10. In major round matches the Coach will use their discretion in selecting the team that is best suited for the match.
11. Any visiting teams training against the Club should have prior permission from the Management Committee each team is required to supply one umpire for such training.
12. Training during school holidays is at the discretion of the Management Committee.
13. Training is not to be cancelled by any Coach due to inclement weather. All teams must attend at the training venue where training activity will be assessed.
14. Garville Netball Club believes skills are the most vital and important part of the game and therefore should be the priority of the Coach.
15. Selection of teams for competitive matches shall be the sole responsibility of the Coach who may seek advice from qualified personnel, if required.
16. Interchange of players between grades during the competitive season shall be achieved by communication and cooperation between the Coaches and the junior coordination group, this can occur at any stage of the season.
17. Interchange of players shall conform to the Rules of Adelaide Metropolitan Division for that competitive season.
18. Interchanged players who are required to play in a lower grade must start the game, and then play at the discretion of the Coach.
19. Interchange of players will occur with the cooperation of the Coaches concerned and shall take into account the requirements of the higher graded team who shall choose which player they need to take, the junior coordination group will be involved in this process if necessary.
20. Players are expected to attend ALL training sessions, the Coach MUST be notified PRIOR to training if the player cannot attend. Injured players should still attend training. A player who has failed to notify the Coach with an explanation, may not be selected in the starting team line up.
21. The Coach shall at all times represent the Club in a dignified and sportsmanlike manner.
22. The Coach shall accord respect to the players in their charge at all times.
23. Coaches are encouraged, where possible, to attire themselves in the official clothing of the Club and the Club's sponsors.
24. If there are 2 Garville teams in the same grade, when a player is required to fill in, they will be taken from the grade below.

Team Managers

1. The Team Manager shall be the liaison between the team and the Committee, and shall be responsible for the prompt distribution of Club information and Club requests to players and Coaches.

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2. The Team Manager shall be responsible for the collection, security and prompt payment to the Club (within 7 days of receipt) all monies due and collectible from the players, this includes fees and all fundraising monies. The Team Manager liaises with the Club's fundraising Committee Members to ensure the team commits to supporting all fundraising activities.
3. The Team Manager shall keep a record of player attendance at training and matches.
4. The Team Manager shall arrange scorers and timekeepers for each match.
5. The Team Manager, under the guidance of the Coach, shall liaise with other Team Managers regarding scheduling of training matches.
6. The Team Manager shall ensure all correspondence and information is collected and distributed to the Coach and players.
7. The Team Manager shall be responsible for the maintenance and safe keeping of all Club property assigned to the team, and the return of such property to the Club at the completion of the season.
8. The Team Manager shall ensure the team first aid equipment is complete and relevant to the team's requirements.
9. The Team Manager shall be responsible for the safekeeping of all personal property of the players during a match.
10. The Team Manager shall ensure all players are attired in the full correct uniform of the Club for all matches.
11. The Team Manager shall co-operate with the Coach on all matters pertaining to the team and the Club.
12. The Team Manager shall at all times represent the Club in a dignified and sportsmanlike manner.
13. The Team Manager shall accord respect to the players in their charge at all times.
14. Team Managers are encouraged, where possible, to attire themselves in the official clothing of the Club and the Club's sponsors

Scoring Information

The first named team or home team (white card) is the official score card and the second named team or away team (green card) is the check score card only.

The scorer for each team shall be responsible for:-

1. ensuring he/she is over 16 years;
2. ensuring you are with the other team's scorer at all times on the sideline opposite the centre circle so you confirm scores throughout the match;
3. ensuring that a tick is placed in the box next each player who takes the court during the match;
4. recording of all centre passes and goals;
5. score goals numerically (i.e. 1, 2, 3, 4), total the number of goals for each $\frac{1}{4}$ in the small box for each $\frac{1}{4}$ then at the bottom of the scoring put the total goals;



6. make sure the score card is signed by both Captains;
7. print the umpires given and surnames on the card prior to the game commencing; and
8. give the team's score card to the Team Manager after the match, who is required to return the card to the office

Timing Information

The time keeper for each team shall be responsible for:-

1. ensuring that he/she is over 16 years;
2. ensure that they sit/stand with the scorers;
3. ensuring when timing breaks they go up to the umpire and advise them when there is 30 seconds and 10 seconds to go
4. ensuring when timing injury time they go up to the umpires and advise them when there is 10 seconds to go;
5. when timing the quarters, ensure you are standing behind the umpire with ten (10) seconds to go. When the timer beeps call "TIME" in a loud clear voice.

The first named team or **home team** shall be responsible for timing the quarters.

1. All Sub-Primary, Primary and Sub-Junior grades play 4 x 10 minute quarters.
2. All Junior, Inter and Open grades play 4 x 15 minute quarters.

The second named team or **away team** shall be responsible for the breaks and injury times. The breaks are 3 minutes for quarter and three quarter time and 5 minutes at half time.

Injury and Blood time

The correct rule for injury time and blood rule is up to 30 seconds for each time called and the player must leave the court within this time. The timer is responsible for advising the umpire when there is 10 seconds to go of injury time. If more time is to be used the umpire will advise the timer and players accordingly.

In the case of an injury where the player can not be removed from the court within the 30 second timeframe the **Primary Carer** must advise the umpire of this.

Please use common sense when there is an injury and the player is not able to be moved from the court immediately, play should not resume until it is safe to do so with the injured player's welfare the first consideration. We have a duty of care to all players on the court.



Suspended Player

In the case of a player being suspended from play by the umpire the player must leave the court immediately and the two minutes suspension commences at the recommencement of play (indicated by the umpire). The timer responsible for timing the suspension (each team is to time their own suspended player) indicates to the umpire when the two minutes has expired. If game time is held during a suspension (e.g. an injury or a quarter break), the suspension timer will also be held, and restarted with restart of play.

Primary Carer

1. Each team must have a primary care person preferably with some form of first aid training, however there is no mandatory minimum requirement.
2. Volunteer primary care personnel have a duty of care to respond appropriately in the case of injury/illness however this does not imply the need to be an expert.
3. The primary care person must stay in the Coaches box with the Coach for the duration of the match.

Please note the following information provided by Viv Bing (Head Trainer Netball SA Sports Trainer Services).

IMPORTANT INFORMATION FOR PRIMARY CARERS DUTY OF CARE & INJURED PLAYERS

Please note the following information regarding injured players:-

If you have an injured player on the court with HEAD AND/OR NECK trauma, or any other potentially serious injury such as:

ASTHMA OR RESPIRATORY ILLNESS A BACK INJURY A SUSPECTED FRACTURE SERIOUS KNEE INJURY HEAD INJURY OR NECK INJURY

DO NOT MOVE the injured player especially if you are unsure of the extent of their injuries. Send a runner to the first aid room to notify the sports trainer/s on duty and they will attend to the player on the court.

HEAD AND NECK INJURIES ARE POTENTIALLY SERIOUS. If the player is conscious you can ask the following questions:-

What happened? Do you feel any pain in the neck? Do you have normal feeling in all four limbs? Can you move your limbs? Do you have any burning or pins and needles in your hands or feet? Check who observed the incident (i.e. other witnesses) Consider very carefully whether or not you should allow them to continue playing.

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REMEMBER ALL SUSPECTED HEAD INJURIES REQUIRE URGENT MEDICAL ASSESSMENT. The syndrome of concussion is very common in sport.

The cause can be:-

A blow to the face or head. The head coming to a sudden stop or being propelled forward suddenly resulting in a sudden acceleration/deceleration (i.e. landing on the back after a fall from a height, being pushed to the ground).

IF THERE IS ANY POSSIBILITY OF SERIOUS INJURY:-

Tell the player not to move. DO NOT MOVE OR AID THE PLAYER TO THEIR FEET. Call for assistance from the first aid room IMMEDIATELY.

MANAGEMENT OF AN INJURED PLAYER

If you send someone to the first aid room or sports trainer TO OBTAIN ICE, it is the sports trainers' responsibility to:

Ensure that there are no life-threatening problems. If there is, these must be identified and managed immediately. To arrange for further care of the player, which may include:-

- On-court assistance.
- Assistance from the court, by wheelchair or stretcher.
- Calling for an ambulance if necessary.
- Arranging for a referral to a doctor or hospital.
- Notification of parents.

We are obligated under a DUTY OF CARE to provide assistance. Everyone needs to be mindful of the possible ramifications surrounding the mismanagement of any injury and remind team personnel of the appropriate course of action when they have an injured player.

If the player is under 16 they must be accompanied by a parent or carer when seeking assistance from the first aid room.

IMPORTANT INFORMATION FOR PLAYERS, COACHES, PARENTS & PRIMARY CARERS

GIVING OUT ICE OR REQUESTING ICE FROM THE FIRST AID ROOM

If you present to the First Aid Room or Sports Trainer requesting ice and you are the parent of a child with an injury or you are an adult player, and you do not require assistance for the injury you may be asked to complete an Injury Management Form stating that you do not require any treatment and will not hold us responsible should you find later that the injury was worse than you first thought.



WE ARE OBLIGATED UNDER A DUTY OF CARE TO PROVIDE ASSISTANCE TO PROTECT ANY LIABILITY TO YOUR ORGANISATION AND OURSELVES.

Everyone needs to be mindful of the possible legal ramifications surrounding the mismanagement of an injury, and remind team personnel of the appropriate course of action and “Duty of Care” when they have an injured player.

If you send a child (under 18) to the First Aid Room for ice, we must send a trainer with them to the court to ascertain the extent of the injury, this is not the responsibility of a child.

If you are the Primary Carer or other spectator you may be asked to sign for the ice after identifying that you do not require any further assistance with the player concerned and that the injury management is now your responsibility.

Players

1. All players are required to attire themselves for matches in the complete official, playing uniform of the Club.
2. All players are required to treat their Teammates, Coach, Manager, Club Officials and opponents with dignity and respect.
3. Players who are dissatisfied with their grading selection are to follow the official appeals procedure, they must send in a letter stating their grievance to the committee. This can be done via email.
4. Players are not to be involved in selection of teams for matches unless requested by the Coach.
5. Any misconduct by players (i.e. swearing, abusing teammates, umpires, etc...) will not be tolerated by the Club at any level. The Committee reserves the right to suspend players found guilty of these offences.
6. Players are encouraged to support the Club sponsors wherever possible.
7. All players in Intermediate grades and players in their last years in Junior grades are encouraged to undertake and pass the Umpire Theory Examination. This is a prerequisite for State selection. Such examinations are usually held in May and September each year.
8. Players are to be aware that netball is a team sport, and whilst personal development is of prime importance, the team development must take precedence.

Medical Matters

All players have a responsibility to fill in the medical information form (downloaded from our website) and give it to their Coach at the start of the season. It is your responsibility to bring to the attention of the Coach any medical condition. A parent or guardian of a Junior player with a medical condition is to be in attendance at all trainings and matches. A player returning from illness or injury that required medical

attention is to provide the Coach with a written clearance to resume training or playing; such clearance is to be provided by either the player's doctor, physiotherapist or parent/guardian.

Training

1. Players are expected to attend ALL training sessions. When a commitment is made to the Garville Netball Club, this includes training on stipulated nights.
2. In exceptional circumstances, such as illness or injury the Coach MUST be contacted PRIOR to training if the player cannot attend. Injured players should still attend training where possible.
3. A player, who has failed to attend training and neglected to notify the Coach with an explanation, may not be selected in the starting team line up.
4. Players who regularly miss training without an acceptable reason are liable to disciplinary action.
5. Players should treat the training sessions with a positive attitude, expending the same effort as in match day.
6. Players should cooperate with the Coach at all times.

Matches

Premier League / Reserves

Each squad is to have 10 players. If any player does not take the court for 1 match and the Coach plans not to play that player the following week, that player will play in the team below (must be in the starting 7) (i.e. Premier League player to Reserves, Reserves player to AMND).

1. Players should make themselves available for all scheduled matches throughout the season.
2. In extraordinary circumstances, the Coach should be notified well in advance if the player is to be unavailable for any match.
3. In the event of injury or illness, the Coach should be notified immediately the player becomes unavailable – in case of injury the player should still attend training.
4. Players are expected to arrive at least 30 minutes prior to the match or as directed by the Coach. Players who are repeatedly late for warm up may start the game as a substitute player.
5. Players are expected to remain with the Coach and team from the beginning of the warm up to the completion of the cool down. Substitute players are to stay in the Coaches box during the quarters.

Movement of Players

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1. Players should be aware that they may be moved on merit to a team in a higher grade, this may be because of illness, injury or unavailability, and may be a temporary or permanent move.
2. If a player in a lower grade is seen to be performing better than a player above, the Coaches may, in consultation with the Senior Coach/Junior Coordinator of that grade, change players. Players should be aware that they may be replaced by a player from below if they are seen to be not coping or performing in their grade or with the demands of training.
3. Players should be aware that they may be required from time to time, play for a team below due to unavailability of players. Such requests are to be treated positively and considered in the best interest of the Club by helping another team.
4. When teams above are short of players, the teams below must give players up to those above even if this means the last team in the grade is left short. We are a State League Club and must put the strongest teams on court in the highest grades.

Disciplinary Action

Whilst players are expected to be cooperative at all times, disciplinary action is sometimes necessary. This may occur when a player:-

1. refuses to abide by a Coach's decision;
2. shows poor or unacceptable behaviour;
3. is repeatedly late for training and matches;
4. fails to attend training on numerous occasions;
5. fails to notify the Coach as to non-attendance at trainings or matches; and/or
6. is generally uncooperative.

Disciplinary action may include:-

1. removal from court;
2. omission from the starting team for a match;
3. omission from the team for a whole match;
4. demotion to a team in a lower grade;
5. cancellation of membership

Coaches will usually warn a player when her behaviour is seen to be inappropriate or not befitting of a Garville Netball Club member, but in some circumstances, action may be taken without warning if the behaviour is seen to warrant this.

Coaches will refer all disciplinary matters to the Committee.

Spectators / Parents

1. Encourage the team's performance.

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2. Applaud good performance and focus on the efforts by your team and their opponents, rather than the overall outcome of the event.
3. The result of each game should be accepted. An honest effort is as important as victory.
4. Respect the umpire's decision and appreciate they are an essential part of the game.
5. Encourage players to play according to the rules and the officials' decisions.
6. Demonstrate appropriate social conduct by not using foul language, harassing players, Coaches or officials.
7. Respect the Coach of your team and be careful not to give conflicting advice to players.
8. Be aware netball is a team game and respect the object of the Coach to develop the entire team whilst also improving individual development.
9. The Junior Coordinator is not available to parents for the expression of grievances, concerns or problems regarding players or teams. This is to be resolved in the first instance by the Coach and if unresolved, by representation in writing (email is acceptable) to the Management Committee.

Team Equipment

1. Each team shall be issued with Club equipment for use during the season.
2. This will include the following:- Team equipment bag (numbered); Set of training bibs; Set of playing bibs; Match ball; Four training balls; Six cones; First aid kit and list of contents; Timer; Policy and Guidelines Booklet.
3. It is the responsibility of the Coach and Team Manager to maintain equipment at a good standard at all times for the benefit of the players.
4. Requests for replenishment or repairs of such equipment shall be made to the Equipment Officer on a timely basis.
5. All equipment supplied by Garville Netball Club remains the property of the Club for training and playing, and shall be signed for on receipt and returned to the Equipment Officer at the conclusion of each season.

The Role of the Team Captain

Selection

- When choosing a Captain take into consideration the responsibilities listed below.
- Discuss these responsibilities with the whole team as there may be a future captain within your team.
- Each Coach will have different expectations of the Captain so discuss these when naming your Captain.

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- Give a list of these responsibilities to your Captain when named so they can refer to them during the season.

Captain's Responsibilities:

Match Day

- Ensure your Team meets at designated place & time indicated by the Coach.
- Ensure the Team warms up properly and together & take charge of team warm up drill.
- Ensure your team finishes the warm up, on the match court as soon as court is free
- Toss the coin with the opposition Captain and inform umpires of the outcome.
- Give positive motivation to the Team prior to, during and after the match
- Lead the team cheer, whilst on court
- Encourage your teammates in a positive way throughout the match
- Give 100% to your own game and lead the Team by example
- Accept the umpires decisions
- Always support the Coach's decisions (discuss with the Coach privately if any problems occur)
- Get Team together during any break in play & ensure they move to the Coach on the sidelines plus keep them focused on the game if the Coach is unavailable.
- After the match, thank your player, the opposition team and the Umpires
- Sign the score card
- Lead your Team in the cool down

Training

- Lead the Team in the warm ups and cool downs, that the Coach has set.
- Encourage everyone to work hard – train as you play.
- Follow the Coach's directions at all times.
- Encourage your Team mates to listen while the Coach or Manager is talking.
- Be the first to try anything new the Coach teaches you
- Lead by example

General

- Attend Club functions and encourage Team mates to also attend
- Support other club teams

To be chosen as Captain of a team is a great honour. It means you represent all the other players in your team. You may be one of the best players but you are generally chosen as Captain because you possess the above qualities to be a great CAPTAIN.