



# TEAM MANAGER'S ROLE & RESPONSIBILITIES

Thank you for volunteering to be a Team Manager this season. The information below will help you understand more about this role. Please read through it carefully to ensure that you are aware of your responsibilities and what to do if you need help.

**JUNIOR COORDINATOR**  
Nicole Eshmade ☎ 0466 113 893  
email: [juniors@ggtc.org.au](mailto:juniors@ggtc.org.au)

## RESPONSIBILITIES

- ▶ You are responsible for managing the team, including the roster for the season (see Rostering) and you will be the main point of contact for your team.
- ▶ Prior to the match you must ensure that you have sufficient players for each match.
- ▶ Please also provide players with **your phone number** so that they may contact you if they are unavailable to play. Your first option will be to see if the player who has been rostered off is available to play. If you can't use a player within your own team, please contact the Junior Coordinator. **Please do not find your own fill-in.** The Junior Coordinator will either find a replacement or provide you with a direct contact (usually a player from another team).
- ▶ Encourage all parents to use **Team App** as this has a chat function that enables all team members to be kept informed, and enables you to view who has seen the message. Everyone can view the response, so it is much easier for you to keep everyone informed.
- ▶ It is a good idea to use the **Team App chat** function for your team, or send a text message to **your team each week**, a day or so before the match, to remind them of the upcoming match (including the venue) and to confirm their availability. This ensures that you have sufficient players and that they attend the correct venue. You can load a copy of the roster onto Team App also, via your team's chat room.
- ▶ On match days you must complete the score sheet, ensuring that both teams agree on the score. You are responsible for filling in and lodging the score sheets on League Manager. **Results must be entered by 7pm Monday**, Sunday if possible (see also Scores). If you are the home team you must *enter* the result in League Manager, if you are the away team you must *confirm* the result.
- ▶ When playing at home, you are required to arrive at the courts 20 mins before the scheduled start time to help open the Courts, set up nets etc. **If there has been rain prior to match start time please arrive at least 30 mins earlier to help sweep the courts dry.**

## TENNIS BALLS

- ▶ Saturday morning competition - home team shall provide 2 pair of good tennis balls (i.e. with some Brand remaining) for each minor round match.
- ▶ Friday night competition - home teams shall provide 2 pair of new tennis balls for each match.
- ▶ Green Ball Divisions shall provide 2 pair of low compression tennis balls (with some Brand remaining) for every home match.
- ▶ For finals matches, each team is to provide 2 new Tennis Australia approved balls.
- ▶ Tennis balls remain the property of GGTC and must be returned to the canteen when no longer needed.

If you aren't able to make contact with Nicole and need urgent assistance please call GGTC Secretary: **LYNDA PERKINS ☎ 0409 991 963**

## ORDER OF MERIT

- ▶ Teams **MUST** play in the same order as the team list.
- ▶ You must consult with the Junior Coordinator prior to making changes to the order. The Junior Coordinator will email or call you if there are to be any changes to the order of merit.
- ▶ If you feel changes to the order of merit need to be made, please feel free to contact the Junior Coordinator to discuss. (Usually you would consider a change when a higher ranked player has 2 losses in a row, and the lower ranked player immediately below them in the order has 2 wins in a row. For example, Number 3 loses 2 weeks in a row, Number 4 wins two weeks in a row.)

## ROSTERING

- ▶ As Team Manager you are responsible for organising the roster to ensure that players have equal court time. Prior to preparing the roster we suggest you ask players/parents for any known dates of unavailability.
- ▶ Each player is to be given **EQUAL** game time, doubles and singles, during all minor round matches. (Different rules apply in Finals - you will be advised what to do if necessary.)
- ▶ Please take into account any matches missed due to weather cancellations, illness, injury, or unavailability due to extended holidays etc.

## SCORES

- ▶ You must enter (home team) or confirm (away team) the match results into Tennis SA "LEAGUE MANAGER" no later than 7pm Monday (preferably on Sunday please). NB: LATE Score Sheets - results not entered/confirmed by the deadline - will incur premiership point penalties (i.e. loss of points).
- ▶ The only situation where scores do not have to be entered in League Manager is when matches have been officially cancelled by NETA.
- ▶ If the Court Supervisor cancels matches, score sheets must still be completed and scores entered in League Manager. Scores will be the score at the time that play was stopped.
- ▶ Please note all players are required to attend the venue on match day. The Junior Coordinator will advise if this is not the case (for example NETA may cancel well beforehand so attendance is not necessary).

## COURT SUPERVISOR

- ▶ At every match there will be a Court Supervisor. If playing at home the Court Supervisor will be wearing a 'Hi-Viz' vest, so you can identify them easily.
- ▶ Any queries or concerns about the conditions of the courts, application of the rules, or disputes that cannot be resolved between the teams, should be directed to the Court Supervisor.
- ▶ The Court Supervisor is responsible for unlocking and locking up. If you are rostered on to be the Court Supervisor you will be provided with instructions; however this role is generally allocated to a committee member.