

SOUTH HAWTHORN TENNIS CLUB

ROLE OF THE TEAM MANAGER

THE ROSTER

- Double check your team drawer has been completed correctly by checking the ERT website in the Fixtures section.
- Email your team introducing yourself as the team manager and ask for any rostering requests for the season.
- Roster yourself as duty parent for round 1.
- Try to give duty parents one home match and one away match.
- Prepare the team roster (refer to sample rotations sheet if needed). Save the roster with the date included in title - Sunday BSD 5 Winter 2020 28.2.14. This will assist if roster changes need to be made during the season and newer versions are distributed.
- When roster is complete, email to team members and junior convenor.
- Advise team members that documents regarding the 'Junior Competition Information', 'Role of Duty Parent' and 'Washouts' is located on the SHTC website – Junior competition registration section, and there is also a copy in the team bag.
- If your home courts are The Stephenson Centre, notify team that the duty parent provides/organises transportation from SHTC for both home and away matches.
- Advise the team that if any roster changes are required, it is the responsibility of the person initiating the Change to organise the swap. Once a swap has been organised, the team manager MUST be advised.
- Organise distribution of fixture book, role of duty parents and washout information to all team members.

MATCHES

- Each week you will need to keep track of where the team bag is (No Team Bag required this season)
- When the team is playing at alternate home venue, make sure that the duty parent collects tennis balls and scorecard for the day.
- When the team is playing away, make sure the duty parent takes old balls for hit up.
- Remind duty parents when playing away to record the results on a scorecard and check mid-week that the on-line results have been entered correctly by the opposition home team.

If you have any questions regarding your role as team manager please contact:

Dylan Edgley ballistictennis@bigpond.com

0411 133 935