

QUINNS ROCKS JUNIOR CRICKET CLUB



TEAM MANAGER HANDBOOK

QUINNS ROCKS JUNIOR CRICKET CLUB



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QUINNS ROCKS JUNIOR CRICKET CLUB



WELCOME

Thank you for volunteering to take on a **Team Manager** position this season at the Quinns Rocks Junior Cricket Club.

Team Managers play a key role in bringing together a group of young players and their families into an effective and happily functioning team.

Your efforts will be greatly appreciated by the Team Coach, who will be able to focus their energies on delivering the skills and techniques of the game to the players. Parents will appreciate how your organisational efforts help to make this a smooth and enjoyable cricket season for everyone involved! And the Junior Committee appreciates and respects the work you do behind the scenes and the positive image you portray of the Quinns Rocks Junior Cricket Club!

Community-based clubs like ours simply couldn't function without the support of people like you. We want to thank you for being willing to devote the time, effort and energy that are necessary to help facilitate junior cricket at our Club.

If you ever need help or advice about your Team Manager role, please feel free to make contact with a member of the Junior Committee – their contact details can be found on the next page. They will be only too happy to help!

Best wishes for the coming season.

QUINNS ROCKS JUNIOR CRICKET CLUB



COMMITTEE CONTACTS

TITLE	NAME	EMAIL ADDRESS	PHONE
President	Daniel Shortill	gricc.president@gmail.com	0410 455 292
Vice President / Volunteer Coordinator	Serena Spadaro	gricc6030@gmail.com	0419 049 366
Secretary	Michelle Hendry	gricc.secretary@gmail.com	0421 086 374
Treasurer	Geoff Hendry	gricc.treasurer@gmail.com	0413 007 001
Registrar	Jade McMillan	gricc.registrar@gmail.com	0409 366 812
Director of Coaching & Compliance	Toby Morrell	gricc.doc@gmail.com	0406 526 088
Beginners Coordinator	Nigel Edwards	gricc.beginners@gmail.com	0419 928 362
Grounds & Equipment Coordinator	Roeland Van Winden	gricc.equipment@gmail.com	0477 038 323
Girls Cricket Coordinator	Sophie Gerrick	gricc.girlscricket@gmail.com	0419 677 808
Website & Database Administrator	Phillipe Sjoland	gricc.it@gmail.com	0414 989 590
Sponsorship Coordinator	Jodie Willsea	gricc.sponsorship@gmail.com	0407 204 046
Social Cricket Coordinator	Debbie Goldberg	gricc.social@gmail.com	0424 351 464
Team Manager Liaison	Linelle Peacock	gricc.tml1@gmail.com	0406 553 630
Team Manager Liaison	Lisa Stewart	gricc.tml2@gmail.com	0404 141 068
Child Safety Officer	Sarah Clancy	sarahclancy@live.com.au	0403 825 233
Newsletter & Yearbook Coordinator	Allyson Pedley	gricc.news@gmail.com	0428 922 885
Uniform Coordinator	Michelle Hendry	gricc.uniforms@gmail.com	0421 086 374
Fundraising Coordinator	Lisa Stewart	gricc.tml2@gmail.com	0404 141 068
Events Coordinator	Serena Spadaro	gricc6030@gmail.com	0419 049 366
NWMCALiaison	Daniel Shortill	gricc.president@gmail.com	0410 455 292
Senior Club Liaison Officer	Daniel Shortill	gricc.president@gmail.com	0410 455 292
Trophies Coordinator	Toby Morrell	gricc.doc@gmail.com	0406 526 088
General Committee	Stewart O'Connor	stewieoc@yahoo.com	0414 473 747



OUR MISSION

We work with Junior Cricketers, their families and the wider community to foster a positive, supportive and engaging sporting environment.

Every person involved with our Club will feel included and valued.

Each individual, whether player, parent or coach, will be encouraged to develop their potential, with the emphasis always placed on fun and skill.

OUR VISION

Our Club is built upon a culture of inclusion and a strong commitment to the continuous holistic development of our Players and Members.

Our reputation as the Club of Choice in the northern suburbs will be based upon our active promotion of the Spirit of Cricket and a belief that every individual has a valuable contribution to make to the team.

QUINNS ROCKS JUNIOR CRICKET CLUB



THE STINGRAY WAY

PLAYERS

Listening to and supporting the Team Coach

Playing because you love the game

Putting the team before the individual

PARENTS

Abiding by the Code of Behaviour

Helping out around the Club

Supporting the Umpires

COACHES

Encouraging participants

Displaying control, respect and professionalism

Communicating clearly to Players and Parents

COMMITTEE

Giving all young players a fair go

Communicating clearly to Members

Leading by example

QUINNS ROCKS JUNIOR CRICKET CLUB



TEAM MANAGER JOB DESCRIPTION

DESCRIPTION

Team Managers have an extremely important role ensuring the successful management of the team and welfare of the athletes in their care. Team Managers offer invaluable assistance to players and parents by taking care of administrative responsibilities for the Coach – which allows the Coach to focus on ‘coaching’. Regardless of the team you are managing, the responsibilities and duties are similar. The Team Manager’s duties, however, become more extensive when managing teams in unfamiliar environments or difficult/unexpected circumstances.

ROLES AND RESPONSIBILITIES

A Team Manager is responsible for:

- the general administration and management of the team;
- drawing up a parent’s roster for scoring, umpiring or transport to away games;
- helping players remain together and support each other whilst they are representing the Club;
- ensuring that all players are actively supervised at all times;
- helping to enforce the Code of Conduct for players, parents, spectators and coaches;
- ensuring all welfare and safety requirements for the team are met, including hydration, sun protection and protective equipment.
- adjudicating problems that may arise among team members, parents, the coach and supporters;
- acting as liaison officer between the Club and the team;
- distributing to players and coaches the Club newsletter and any other relevant information;
- respond to general duties as request by the Club or the Coach.

With thanks to the Department of Sport and Recreation www.dsr.wa.gov.au

QUINNS ROCKS JUNIOR CRICKET CLUB



PARENT CONTACT

It is important to make contact with the parents of the players in your team, introduce yourself as Team Manager and begin the process of getting organised for the season. Prior to the start of the season, the Club will provide you with a contact list for your team. It will look like the one shown below;

UNDER 14's WHITE - 2016/17 Season

COACH : Peter Byrne TEAM MANAGER: Matt Henry

Training Ground – Anthony Waring (Mondays)
Home ground games – TBA

Player name Month/Year (age @30/6)	Contact Numbers	Email Address	Notes
Shi			Occasional grass allergy. Request for Peter Byrne team
M			
Bl		m	<u>NB. Allergy</u> to Penicillin
D			
C			
D			VOLUNTEER TO SCORE

This example has been covered
to protect the privacy
of players and parents

You should be the first point of contact for parents. The most important part of the Team Manager role is the dissemination of timely and accurate information. You can take pressure off the Team Coach by being the person parents 'go to' to ask questions about team-related activities.

Some Team Managers use free messaging apps (such as WhatsApp) to get in touch with parents or set up a private Facebook group (but bear in mind, not everyone had Facebook). Email or SMS communication can also be used. Whatever method you use, it's important that everyone has access to the messages you send. All be mindful of families where a separation has occurred and assess how best to contact parents in these situations.

QUINNS ROCKS JUNIOR CRICKET CLUB



SETTING EXPECTATIONS

It is important for the parents of players in your team to understand that there is an expectation that they will pitch in and help throughout the year. Our Club simply couldn't function without the help of volunteers, and there is something that everyone can do. Examples include;

- Putting out the boundary markers
- Setting up the stumps
- Clearing the field of rubbish
- Putting up the shade gazebo
- Taking a warm up drill
- Bringing a team snack
- Scoring
- Umpiring
- Collecting the boundary markers
- Packing up the team kit

We suggest that you set up a Team Roster and involve everyone in doing something to help out across the course of the year. Our best Team Managers have told us that they get results by **EXPECTING** everyone to play their part. An example of a **Team Roster** is included on the next page.

Your Team Coach may well set some **Team Goals/Rules** for the players in your team. When the Team Coach is on the field or engaged in drills, it is important that you remind the players of their responsibilities in these areas. A key time when players require supervision is during the batting phase. Players should be encouraged to stay together, watch the game and support their teammates!

If you can support the Team Coach by attending training sessions, that would also be appreciated (we realise that this isn't always possible due to work commitments).

QUINNS ROCKS JUNIOR CRICKET CLUB



TEAM ROSTER

DATE	CONES	STUMPS	GAZEBO	SNACK	SCORER	UMPIRE
Round 1 Date X/XX						
Round 2 Date X/XX						
Round 3 Date X/XX						
Round 4 Date X/XX						
Round 5 Date X/XX						
Round 6 Date X/XX						
Round 7 Date X/XX						
Round 8 Date X/XX						
Round 9 Date X/XX						
Round 10 Date X/XX						

Parents – If you can't do your designated day due to absence/illness, please arrange a swap with another parent (and then let your Team Manager know that this has been arranged).

QUINNS ROCKS JUNIOR CRICKET CLUB



INSURANCE

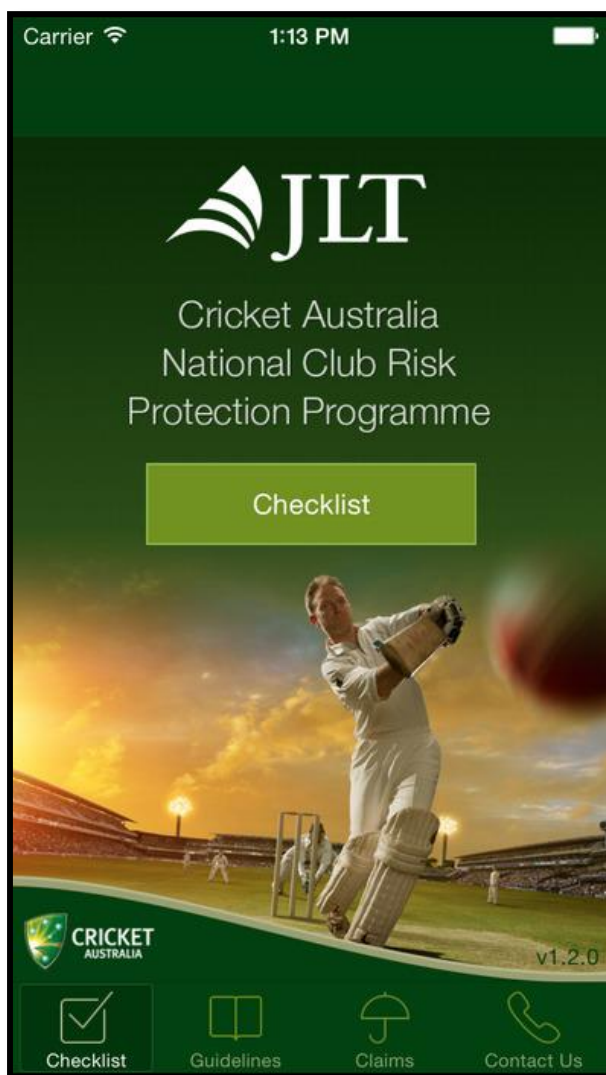
Safety is everyone's concern but it is the Team Manager's most important responsibility.

Prior to the commencement of a home game, the Team Manager should conduct an inspection of the ground and declare it fit for play using the **JLT Insurance Game Day Checklist**. This can be downloaded to your phone and is available from the App Store.

At home games, it is your responsibility to complete the **Game Day Checklist** and have it 'countersigned' (acknowledged) by the opposition's Team Manager, which usually requires entering their name and contact details into the App.

At away games, the opposition Team Manager will need you to acknowledge that their **Game Day Checklist** has been completed.

In the event of an accident or injury, having completed the **Game Day Checklist** helps to ensure that both Club and Opposition Players are covered by insurance. If someone needs to make a claim please get in touch with a member of the Club's Committee who will process the insurance claim.



QUINNS ROCKS JUNIOR CRICKET CLUB



CRICKET SAFETY

Ground and Weather Conditions

Ground and weather conditions can have a significant impact on the safety and enjoyment of cricket at both junior and senior levels. Sometimes, as is the case with weather, these conditions are somewhat unpredictable and uncontrollable and appropriate care should be taken to avoid weather-related injuries. Umpires, coaches and team managers should exercise a conservative approach to continuing play in the rain, where lightning is present or where the field conditions have reached a point where they pose danger to participants. If you notice that the facilities are not up to standard, let someone on the Committee know and they will address this with the City of Wanneroo.

Boundaries

All boundaries must be designated by a series of cones. Where appropriate the cones should be a required minimum distance of 3 yards (2.74 metres) inside the perimeter fencing or advertising signs.

Facilities

Sometimes, you might arrive at a ground and find that there is an issue with the facilities that is beyond your control to address. An example might be a large amount of broken glass, a vandalised pitch or a toilet block that won't open. If safety is a concern and the issue needs immediate attention, you can make a call to the Wanneroo Ranger Hotline. Their response is usually very good and very fast. It might be a good idea to put this number into your phone right now!

WANNEROO RANGER HOTLINE

1300 138 393

QUINNS ROCKS JUNIOR CRICKET CLUB



CRICKET SAFETY

Helmets

Players will not be allowed to bat, field within 10m of the bat or wicket-keep up to the stumps, during a match or at practice where a hard ball is being used, without wearing a cricket helmet with a face guard. Any individual taking responsibility for players should take all reasonable steps to ensure that the above recommendation is followed. Players are recommended to wear a specifically designed proper-fitting cricket helmet with a face guard. It is also in the players' best interests for the helmet to comply with relevant Australian standard (currently AS/NZS4499: 1997 'Protective Headgear for Cricket').

First Aid

Within each Team Kit Bag you will find a First Aid Kit. This has been designed to carry essential items that are most used by cricketers. If you run out of any items, please get in touch with our Equipment Coordinator who will organise replacement items for you. Simply send an email to qrjcc.equipment@gmail.com and arrangements will be made to deliver items to you at an appropriate time.

Heat

Players' health must always be considered in the scheduling of matches. Climatic conditions vary throughout Australia and individuals' tolerance of heat and humidity varies significantly. Cricket Australia recommends that clubs, schools and associations apply common-sense guidelines to climatic conditions that exist within their respective regions and consult with the respective Sport Medicine Australia or health promotion organisation within their state or territory to assist in the development of local policies. Sports Medicine Australia recommends that for children and adolescents, activities should be postponed or cancelled if the temperature reaches the temperature designated by the local or state association. Action should be taken promptly by umpires to cease play under any conditions that may be dangerous to the players and officials.

QUINNS ROCKS JUNIOR CRICKET CLUB



CRICKET SAFETY

Hydration

Due to the vast range of body composition, fitness, and states of acclimatisation represented in childhood and adolescence, no single recommendation on the volume of fluid to be consumed is appropriate. More fluid appears to be consumed by young people when the drinks offered are perceived as palatable to them. Regular and effective drinking practices should become habitual to young athletes before, during, and after activity.

Guidelines for fluid replacement are:

- Drinks breaks occur every 60 minutes (every 30 minutes in conditions of extreme temperature);
- Water is the most appropriate drink for re-hydration. However, diluted cordial or sports drinks may be supplied;
- Drinks should be available for individual players between drinks breaks. Umpires should be advised that additional drinks are sought and players should make every effort to ensure no time is wasted;
- Players should be encouraged to have their own drink bottles. This ensures that each player has access to an adequate level of fluid replacement and reduces the risk of contamination.

With thanks to Cricket Australia

<http://www.e-brochures.com.au/cricketaustralia/wellplayed2012/>

QUINNS ROCKS JUNIOR CRICKET CLUB



CODE OF CONDUCT TEAM COACH

THE SPIRIT OF CRICKET

Cricket is a game that owes much of its unique appeal to the fact that it should be played not only within its Laws but also within the Spirit of the Game. Any action which is seen to abuse this spirit causes injury to the game itself.

COACHES CODE OF CONDUCT

A coach must;

- remember that young people participate for pleasure and winning is only part of the fun;
- never ridicule or yell at a young player for making a mistake or not coming first;
- be reasonable in your demands on players' time, energy and enthusiasm;
- operate within the rules and Spirit of Cricket and teach your players to do the same;
- ensure that the time players spend with you is a positive experience;
- avoid overplaying the talented players; all young players need and deserve equal time, attention and opportunities;
- ensure that equipment and facilities meet safety standards and are appropriate to the age and ability of all players;
- display control and respect to all those involved in cricket. This includes opponents, coaches, umpires, administrators, parents and spectators.

Encourage your players to do the same;

- obtain appropriate qualifications and keep up to date with the latest cricket coaching practices and principles of growth and development of young people;
- any physical contact with a young person should be appropriate to the situation and necessary for the player's skill development;
- respect the rights, dignity and worth of every young person regardless of their gender, ability, cultural background or religion;
- coaches are to abide by Clubs/Associations/Councils Healthy Club Policies.

With thanks to the Community Junior Cricket Council cjcc.wa.cricket.com.au

QUINNS ROCKS JUNIOR CRICKET CLUB



CODE OF CONDUCT PARENTS

THE SPIRIT OF CRICKET

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PARENT'S CODE OF CONDUCT

A parent must;

- not force an unwilling child to participate in cricket;
- remember, children are involved in cricket for their enjoyment, not yours;
- encourage your child to play by the rules;
- focus on the child's efforts and performance rather than winning or losing;
- never ridicule or yell at a child for making a mistake or losing a game;
- remember that children learn best by example. Appreciate good performances and skilful plays by all participants;
- support all efforts to remove verbal and physical abuse from sporting activities;
- respect officials' decisions and teach children to do likewise;
- show appreciation for volunteer coaches, officials and administrators. Without them, your child could not participate;
- respect the rights, dignity and worth of every young person regardless of their gender, ability, cultural background or religion;
- abide by Clubs/Associations/Councils Healthy Club Policies at Junior Cricket Matches.

With thanks to the Community Junior Cricket Council www.cjcc.wa.cricket.com.au

QUINNS ROCKS JUNIOR CRICKET CLUB



CODE OF CONDUCT PLAYERS

THE SPIRIT OF CRICKET

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PLAYER'S CODE OF CONDUCT

A player must;

- play by the rules;
- never argue with an umpire. If you disagree, have your captain, coach or manager approach the umpire during a break or after the game;
- control your temper. Verbal abuse of officials and sledging other players, deliberately distracting or provoking an opponent are not acceptable or permitted behaviours in cricket;
- work equally hard for yourself and your teammates. Your team's performance will benefit and so will you;
- be a good sport. Applaud all good plays whether they are made by your team or the opposition;
- treat all participants in cricket, as you like to be treated. Do not bully or take unfair advantage of another competitor;
- cooperate with your coach, teammates and opponents. Without them there would be no competition;
- participate for your own enjoyment and benefit, not just to please parents and coaches;
- respect the rights, dignity and worth of every young person regardless of their gender, ability, cultural background or religion;
- not smoke at Junior Cricket Matches.

With thanks to the Community Junior Cricket Council www.cjcc.wa.cricket.com.au

QUINNS ROCKS JUNIOR CRICKET CLUB



CODE OF CONDUCT UMPIRES

THE SPIRIT OF CRICKET

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UMPIRES' CODE OF CONDUCT

An umpire must;

- place the safety and welfare of participants above all else;
- in accordance with Cricket Australia and CICC guidelines, modify rules and regulations to match the skill levels and needs of young people;
- compliment and encourage all participants;
- be consistent, objective and courteous when making decisions;
- condemn unsporting behaviour and promote respect for all opponents;
- emphasise the spirit of the game rather than the errors;
- encourage and promote rule changes which will make participation more enjoyable;
- be a good sport yourself – actions speak louder than words;
- keep up to date with the latest available resources for umpiring and the principles of growth and development of young people;
- remember, you set an example. Your behaviour and comments should be positive and supportive;
- give all young people a 'fair go' regardless of their gender, ability, cultural background or religion;
- umpires are to abide by Clubs/Associations/Councils Healthy Club Policies.

With thanks to the Community Junior Cricket Council www.cicc.wa.cricket.com.au