



NARELLAN SPORTZ SOFTBALL CLUB

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NARELLAN SPORTZ GUIDELINES FOR MANAGERS

Welcome to the 2015 Softball season and thank you for volunteering to manage a Narellan Sportz team this year. Good managers are essential to a team's harmony and success. You are the conduit that keeps the team together and functioning!

Narellan Sportz Softball Club Committee hope to introduce ourselves to all of you at your games over the next few weeks.

Responsibilities

Managers have control of the players when off the field. Coaches are responsible for the diamond placements and plays. ***Managers have no say on diamond placements.***

Managers must ensure;

- Players sit on the bench when not playing.
- Players are in correct uniform (with shin pads)
- No jewellery or watches to be worn.
- No Parents sit in the dugout/cage area.
- No parents ever enter the field, during warm up or especially during a game.
- Players are aware of their batting order. Make sure no one bats out of order.
- To give any players sitting on the bench jobs to do e.g. Bat person, helmet person, foul ball retriever. Make sure that they feel important and part of the team.
- First Aid Kit is brought to every game.

Managers and Coaches are asked to ensure that each team supplies a match report each week and forward it to our Marketing Officer Jaimii Jakab (jaimiijakab@gmail.com) by Monday evening.

Managers are responsible for the physical welfare of players during games and should remain with the players. Coaches should be made aware if a player is too ill to participate.

Parental Liaison

All parent queries and concerns should be addressed to the Manager. The manager brings concerns to the coach as necessary.

Information/Records:

Be aware of draw, club and district requirements. Draw information will be given to managers by the club as soon as it becomes available and will also be available on the clubs Facebook page. Updates will be sent out on occasions by email or posted on the clubs Facebook page.

Absences

Keep a record of any absences players may have scheduled due to holidays, camps, rep commitments etc. Ask players to let you know of any absence as soon as possible. The manager informs the coach.

Team Lists

A Team list with contact details for all players in your team will be issued to you. Establish team organisation with players and parents: wet weather arrangements, absence procedure, Duty rosters, uniforms, behaviour, phone group messages etc.

Kits and Equipment

At the commencement of each season, a full softball kit and First aid Kit for each team is signed out by the Coach or Manager verifying its contents. The kit will include bats, balls, safety equipment such as helmets, catchers gear etc., and tee if appropriate. It is the responsibility of each Coach or Manager to maintain this kit for the full duration of the season. Any faulty equipment needs to be immediately brought to the attention of the Committee. No equipment is to be lent to other individuals without the express permission of a committee member. At the conclusion of the season, all kits are to be returned to the committee after the final game for that team or at the clubs presentation day. The kit will then be inspected and its contents checked off against the sign out sheet.

All equipment is costly and therefore valued by the Club. It is expected that it will be looked after well during the season.

Team Duties

Each team will be rostered on for various duties during the season. These include BBQ, Canteen, and Umpiring. The Committee will advise you of your team duties, changes in Draws and late umpiring changes. You will need to check your emails or messages late in the week to find out about any late changes.

As manager please make sure your team does their duty. Managing your team is really a coordination role, you are responsible for delegating these duties to parents and players (*you should not be doing the duties yourself*)

Please note If parents cannot do their assigned task ask them to find a replacement in the team who can or just roster each team member or family to do a couple of duties during the season. (*Don't chase around yourself you have enough to do!*).

The duties will be shared between teams and should therefore minimise the impact on parents/supporters. Provide players or family with a copy of their allocated duty and time. Remind players and family the week prior to their duty.

We thank you for your support in this matter.

Last Minute changes

It is always a good idea, if possible to check your emails or messages before going to softball on Saturday for any last minute changes to duties and diamonds. Please also recommend to your players (and their parents) to also always check their emails or messages for any late communication. If you can get your teams to do this it will make your life easier.

Scorer: Pass any relevant information onto scorers.

Narellan Sportz News

Our 'Narellan Sportz Softball Club' Facebook group is one of our main sources that allow us to keep the lines of communication open between the committee, players and parents. It is constantly updated and will feature each weekends match report. If you have not already done so please follow our page and encourage your team to do as well.

www.facebook.com/Narellansportzsoftballclub

Wet Weather

The closure of Camden Softball fields is at the discretion of Macarthur Softball. If the decision is to close the ground, then the committee will contact each team Manager or Coach who will have the responsibility to inform all parents/players.

Remember: If you have received no phone call advising of a games cancellation, then you must assume that the game is still on.

NARELLAN SPORTZ SOFTBALL CLUB

Monthly Meetings

The Club holds its monthly Committee meeting on the second Thursday of each month during training sessions commencing at 5.00pm next to D3. At these meetings all issues in relation to the Club and the competition are discussed. All members of the Club are encouraged to participate in any decisions affecting their children/players. It is a recommendation of the committee that each team has a representative present at each meeting to be able to discuss issues and also to be able to take relevant information back to the team.

Fundraising and Sponsorship

The Club is always seeking **sponsors** to support us. If you are aware of anyone interested in supporting our club, please contact the Secretary or Treasurer. All funds raised through the Club are spent for the benefit of the players mainly through the purchase of new equipment, safety gear, end of year trophies etc.

For **fundraising**, we are always looking for new ideas to raise money for the benefit of the players. In addition to sponsorships, certain events may be organised throughout the season, such as Trivia Night, and chocolate drive, to gain additional funds. Through sponsorships and fundraising we attempt to keep Club Fees at the lowest level possible to minimise the personal costs to each player.

Lastly, we acknowledge the generous support we receive from our sponsors who have actively supported our Club and we encourage all families, parents, players and supporters to enjoy the great facilities available from our fantastic supporters of the Narellan community.

End of Season Presentation

After the last game of the season. The Club holds a Presentation day at the softball fields. All Players, Managers, Coaches and parents are encouraged to join us to celebrate player's individual achievements. This event not only recognises player's achievements but makes for even stronger friendships between players and/or parents. Each player is provided with a sausage sizzle and Drink following the presentation and who knows may be even a fun game of Softball!!

The Committee looks forward to working together and thanks you in advance for an amazing season.

Regards,

Narellan Sportz Softball Club