

## Information for Team Managers

Thank you so much for volunteering your time to help our club as Team Managers this year. Here is some useful info to help your season run smoothly. Please contact Prue (Messenger or via SMS 0407611475 ) our registrar if you have any questions.

If you have not already, please register yourself as a Team Manager in PlayHQ so you can access your team line up each week and add/remove fill-ins.

### IF YOU READ NOTHING ELSE, READ THIS BELOW:

- You can collect oranges for your team from trainings during the week (from Round 2), cut them up and bring them on Saturdays. There is no expectation that team managers provide lollies every week!!
- Please message Prue if your team uses a club fill-in or an unregistered fill-in (voucher fill-in). Prue needs to keep a spreadsheet and report this info to RNA monthly. There is a form on the RNA Fill-In Policy available on this website – you do not need to fill this out – Prue will do this for all teams and send them as a bunch to RNA so you just need to send her your fill-in player's name, and make sure they entered on the scoresheet and the iPad. Prue will let your coaches know if you've used player too many times.
- At away games – please take a photo of the scoresheet and message it to Prue on Messenger or via SMS 0407611475 immediately after the game. Any internal votes (A Grade teams) need to come back to Loxton and be placed in the black box on the outdoor court by Saturday 3pm.
- At home games –put the scoresheet in the black box on the outdoor court, together with the umpire votes and any internal votes, vouchers, rolling subs forms.
- Please enter the opposing team's Best Players as picked by your captain/player group directly into the iPad after the game, just as you would have done previously by hand-writing onto the scoresheet.
- And finally, Team Managers now need to fill out the new "rolling subs" form during the game – there will be a stack on the score bench. Here are the directions from RNA on what to do:

*Team Managers will be responsible for recording all their rolling sub changes on the player substitution form in your delegate's package. When a goalie is changed during rolling subs the substitution paperwork needs to be presented to the scorer straight away but not with defence or mid court changes. This form will be given back to you once the scorer has been able to make the change on the iPad. This players substitution form needs to be handed up with the score sheet at the end of the game. Each team is responsible for recording their own rolling substitutions. RNA suggests each club has a pile of these printed and readily available at the score bench. RNA also suggests trying to find competent scorers where possible. You can find a diagram (Rolling Sub Diagram) of where your rolling sub will need to stand before they take the court on this website (there will be a box marked out between the score bench and the player bench).*