

ROLE of the MANAGER



INTERCLUB

- ★ Manager file with hard copy of Draw, all other interclub documentation, ie Result Sheets, Score Cards (club to supply - optional).
- ★ (In file or on your phone) List of all players, reserves and their contact details (parents).
- ★ Text Draw link to all players (texting preferred rather than email).
- ★ Liase with team on weekly basis (ie Tue if game is Saturday) to ensure players are available each week, who is on kai/food duty, what time, which venue, etc.
- ★ On game day – bring can of balls, Score Cards, pencil per player, Result Sheet, little clipboards (to clip score sheet, pencil on – optional).
- ★ On game day – communicating to (all) players what time need to be finished, loud scoring, format of play (long sets, short sets, etc).
- ★ End of game write out Result Sheet, tally scores and results, other manager to sign – at home, week before next, record results on MatchHub (if you were the winner, description of 'how to' at bottom of Result Sheet).
- ★ Any weather or player issues (ie 3 and not 4) contact opposition's manager in advance, to notify or to reschedule/find alternative date to play.
- ★ Manager also acts as the referee of the match, sort out any issues on court, ie disagreements with score, bad calls, assistance in tie-break scoring if needed, etc..

INTRA REGIONALS

- ★ Ensuring team order of play is filled out on Result Sheet prior to fixture commencement. #1 Singles must be in top doubles pairing, etc.
- ★ Ensure all players went to the toilet and are at the allocated courts with all their gear (water bottle, hat, racket, bag) timely with balls.
- ★ Ensuring players eat and drink enough during the day, get some shade when not playing, top up on sunscreen, fill-up water bottles during matches (put on court or at gate respecting tennis etiquette, after points, etc).



- ★ If staying overnight, helping with transport to accommodation, meals, time management etc.
- ★ Helping with any health issues (ie Asthma), first aid and any other issues in team, on and off court, night before game, etc.

NATIONAL TEAMS EVENT

- ★ Liaise with team prior to event re flights, collection at airport, team practices, any other info coach requests
- ★ Attend coach/managers meeting (usually night before).
- ★ Ensure all players are in bed and wake at correct times to make breakfast, the bus, dinner, etc.
- ★ Liaising with coach to ensure Team Sheets are with Tournament Controller at the right times.
- ★ Ensure all players went to the toilet and are at the allocated courts with all their gear (water bottle, hat, racket, bag) timely with balls.
- ★ Listening for announcements re Team Sheets, mealtimes, etc.
- ★ Washing the team uniform at least once.
- ★ Ensure all players went to the toilet and are at the allocated courts with all their gear (water bottle, hat) timely with balls.
- ★ Ensuring players eat and drink enough during the day, get some shade when not playing, top up on sunscreen, fill-up water bottles during matches (put on court or at gate respecting tennis etiquette, after points, etc).
- ★ Helping with any health issues (ie Asthma), first aid and any other issues in team, on and off court, night before game, etc.

