

# **PHOS CAMDEN NETBALL CLUB**

## **COACHES HANDBOOK**

### **CLUBROOM & COURTS (HOME & TRAINING)**

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# PHOS CAMDEN NETBALL CLUB

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## **Introduction**

Thank you for generously volunteering your valuable time to coach one of our PHOS netball teams.

Your role as a coach is important in many ways. You can:

- teach netball skills and increase fitness
- teach a camaraderie and team spirit
- teach how to win humbly and lose graciously
- teach respect for each other and the opposition
- teach the importance of commitment to a team

The list could go on. This is why your involvement with our teams is so valuable.

## **General Comments**

This booklet contains important information for Coaches of the PHOS Camden Netball Club

It contains information about the duties and responsibilities of a coach for our Club.

This handbook is not a substitute for the official Programme Book issued by SAUCNA and coaches are to refer to the Programme Book for information about the conduct of the netball season.

This handbook is also to be read in conjunction with the policies outlined in the Parent/Player Handbook.

## **Coaches Bag**

All coaches will be issued with a coaching bag at the beginning of the season, which will contain:

- . Programme Book
- . Coaches Handbook
- . Parent/Player Handbook
- . Two match balls
- . Set of Bibs
- . First Aid Kit
- . Timer (winter season, and summer season finals)
- . Registration Form - for signature by all players before the first match
- . Fill in Registration Forms - for completion by fill in players during the season
- . Score Cards and Score Card Holder
- . Stamped envelopes addressed to Scores Recorder (winter season only)
- . Clip Board and pens
- . Copy of team nomination/medical forms
- . Best and Fairest Voting Forms
- . Accident Report Forms
- . Coach folder containing various statistics forms for those coaches who wish to keep weekly game statistics

***Coaches are responsible for looking after the contents of their coaching bag.***

Coaching bags are to be returned to the Club Secretary after the last minor round match of any season, other than if the team is participating in finals. Bags being used for finals are to be returned after their last final.

Please remove any personal items, rubbish etc from the bag before returning it clean and tidy.

## **Replacement Coaching Bag Items**

If you misplace any items from your coaching bag, or need any items replaced (e.g. first aid items), please see the Club Secretary.

Extra supplies of all forms (best and fairest, stats, accident reports) are available in the clubhouse in the black filing trays, or see the Club Secretary for additional copies.

## **Team Draw and Player Listing**

All coaches will be issued with copies of their team's match draw and a copy of their player listing (including names, dates of birth, parent names and contact details). A copy is to be distributed by the coach to each of their players before the first match.

It is the coaches' responsibility to remind players/parents of the forthcoming match, venue and time.

Following re-grading, new match draws will be distributed to players in those teams affected.

## **Team Selection**

Please refer to the Parent/Player handbook for information about PHOS Netball approach to team selection.

## **Rules of the Game**

It is expected the coaches familiarise themselves with the rules of the game. It is recommended that coaches obtain a copy of the current Netball Rule Book which is available from Netball SA at ETSA Park.

If clarification is needed about a rule, we suggest that any questions be referred to the PHOS Umpire Co-ordinator during training.

There is a copy the current rule book in the clubhouse, and coaches are free to review that copy at any time. Please do not remove the copy from the club rooms.

### **Home Game BBQ Roster - Winter season only**

A roster will be provided to coaches for distribution to each player at the start of the season. Teams who have been rostered will need to ensure that they have parents available to do the BBQ on their designated week.

Following re-grading, a new roster will be distributed, which might affect the number of times some teams are required to do the BBQ.

### **Player Notices and Newsletters**

During the season various notices/newsletters/information may need to be distributed to players. Coaches are requested to distribute that information as soon as possible to their team.

### **Registration Form**

A registration form will be provided to each coach before the season commences, so that each player in the team can sign the form - to be included if possible with the first score card of the season.

Players who are not available to sign the form for the first match can complete a fill in form to accompany the next available score card.

### **Fill in Player Forms**

If a fill in player is needed during the season, a fill in registration form must be completed with the name, address, date of birth and contact number. The fill in player must sign the form, and it is to be sent with the score card to the scores recorder.

During winter, the player details need to be provided to the Club Secretary with the scores to be input into the SAUCNA website.

## **Fill Ins**

Please refer to the SAUCNA programme book for additional information about player eligibility for both minor round matches and finals.

We do have a small quantity of spare uniforms for fill in players, if they are unable to borrow one. The coach is to ensure the borrowed uniform is returned to the clubhouse laundered and ready for use by other players.

On occasion PHOS teams seek players from other eligible PHOS teams to fill in if another team has an excess of players. It is courteous to discuss this with the coach of the other team coach first before asking the player.

Fillins from other PHOS teams can only be used in higher grades – refer to SAUCNA programme book.

## **Injuries to Players**

It is important that coaches are aware of the rules relating to injury time, which are contained in the Netball Rule Book.

For injuries, other than minor injuries where a player is rendered fit enough to continue playing the match, please complete an Accident Report Form and submit it to the Club Secretary as soon as possible after the game.

For more serious injuries resulting in a player being unable to play for some time, a medical clearance from the player's medical practitioner will be required before the player can resume playing.

Our Club purchases player insurance via SAUCNA for the benefit of players who are injured and need to seek reimbursement of medical/hospital expenses. All claims are to be made via the PHOS Club Secretary

## **Medication**

Medication of any description is not allowed to be given by the Manager or the Coach or any other member of the club (other than the parent/caregiver of the player).

## **First Aid**

If basic first aid is required, coaches are provided with kits at the beginning of each season. If in doubt about the severity of an injury, the player should be taken by their parent/caregiver to see a medical practitioner, or an ambulance called.

## **Score Cards/Weekly Scores**

### ***Winter Season***

*Home Matches* - score cards and any completed fill in forms can be handed to the Club Secretary at home matches. These will be posted to the Scores Recorder on your behalf.

*Away Matches* - score cards and any completed fill in forms are to be posted to the Scores Recorder in the envelopes provided in your coaching bag.

Away game coaches are to email/txt or phone scores to the Club President or Club Secretary (*including details of team players who did not play, and fill in players*) as soon as possible following the match, so that they can be recorded in the SAUCNA website.

Posted Score cards should be posted in enough time to reach the Scores Recorder by the Wednesday following the match.

### ***Summer Season***

Score cards are handed to the clubhouse on the night.



Coaches are free to review the SAUCNA website at any time to review their place on the ladder or their team's fixture. The ladder is updated as soon as all weekly scores are inserted and verified ([www.SAUCNA.com.au](http://www.SAUCNA.com.au))

### **Best and Fairest Votes (teams 11s and upwards)**

Coaches are to place their B&F votes in the letterbox in the clubhouse on the first training night after each match, or hand them to the Club Secretary. B&F votes are entered weekly on a spreadsheet by the Club President, so it would be appreciated if they could be kept up to date. This saves having to chase coaches for outstanding weeks.

Missing B&F votes could penalise one of your players an opportunity for a trophy or eligibility for Club Champion at the end of the season. Those B&F weeks missing at the end of the minor rounds will not be included in the voting, so it is important to keep them updated.

8s and 9s teams each receive a participation trophy at the end of the season, so B&F votes are not required from coaches of those teams.

### **Scoring**

Make sure you have a scorer and timer for each week. The scorers for both teams must sit together.

Make sure your scorers know how to properly complete a score card and make sure that the score card is completed correctly. Include the letter (e.g. PHOS Camden G) on the card. It is not the umpire's responsibility to make sure that your card is correctly completed. Umpires sign the card after both of the captains have signed the card.

An example of a properly completed score card is contained in the coaches folder.

## **Timing**

### *Winter*

Home team times the quarters, visiting team times the breaks. Refer to the SAUCNA programme for quarter and break times for your year level.

### *Summer*

Matches are centrally timed by siren, other than in finals when timers will be needed (home team in the finals times the quarters, visiting team in finals times the breaks).

Those responsible for maintaining the breaks need to be aware of the rules regarding injury break time.

## **Umpiring**

Under the rules, coaches are not to question the decisions of umpires, or approach them during a game or break.

Only the captain of the team can ask for clarification about a netball rule, and only during a break.

Please encourage your team and parents to accept the umpires decision.

## **Coaching during matches**

Coaches must remain in the 'coaches box', which is to the *left* of the umpire. Coaches are not allowed to move up and down the sidelines. A second coach is allowed to remain at the player bench and also can contribute to coaching.

At home games when all three courts are being used, no other articles are permitted on the court (e.g. coaches bags, drink bottles/holders etc), in the interests of player/umpire safety.

## **Finals**

Subject to each player's participation during the season, coaches are try to give each player fair time on court during the minor rounds.

During finals it is at the *individual coach's discretion* as to a player's time on court. We put our best teams forward for finals, which means that some players may not receive equal court time, but all players in the team should have time on court during a final. All team members contribute during the season to the team getting into finals, even if they do not receive equal court time during a final.

Remember this is a **team** sport and is not all about an individual.

A player's inclusion in a finals game can also depend on:

- i. attendance and participation at training
- ii. attitude throughout the minor rounds
- iii. participation during minor rounds

*It is up to individual coaches to decide if the above factors need to be taken into account.*

*Fill-in players are not to be used ahead of permanent team players during finals. If there is a shortage of players and/or reserves are needed, they can be sought from players from another team from an eligible age group who has not made the finals. A non-financial fill-in player can be asked to be a reserve at a game and used in the event of injury only. Reserves other than from their own team are not to be used at the exclusion of the permanent team members.*

Any complaints from parents/players about participation levels in finals are to be directed to the President of the Club, and not to be disputed during the game.

## **Behaviour of Team Members**

Coaches are responsible for the behaviour of their players at their matches. No abusive behaviour towards umpires, coaches, opposing teams and no deliberate contacting or provoking opposition players will be tolerated. Unsatisfactory behaviour on the part of our players should be reported to the President of the club.

## **Behaviour of Parents**

Unacceptable behaviour is taken seriously by our Club and by SAUCNA. Approaches are not to be made directly to anyone suspected of unacceptable behaviour but are to be directed to the President or Secretary of PHOS as soon as possible following the match in question. If necessary, PHOS will take up the matter with the relevant parties following the complaints process laid down by the Association.

## **Behaviour of Coaches**

Coaches are to conduct themselves appropriately towards umpires, players, parents and opposing teams at all times. Any complaints about any matches, either home or away, are to be directed to the President or Secretary of the Club as soon as possible after the match.

We understand that emotions can run high during some games, but we expect our coaches to exercise self control and set a good example for their players/parents and our club.