

LANC Team Admin / Secretary Guidelines

Squad

- Request information regarding each athlete's involvement in netball outside of LANC, so that this information can be recognised in the Roll of Honour on the LANC website.

Training

- Each squad has a match bag and it is good practice to have this available at every training session and match as it contains first aid kit, ice packs, ball pump etc. that may easily accessible if needed.
- If any First Aid consumables are used during training or matches (eg. ice packs) please inform Sian Priestley so that these items can be replenished.
- Each squad will have at least 2 tubes of training balls– it is useful to delegate the transport of these to and fro to training (but choose wisely!)

Matches

- Keep up-to-date with dates for matches, via emails and the LANC website as these can change from time to time!
- Ask parents for availability in plenty of time – we are all busy and advance notice really helps everyone.
- Provide coach(es) with availability for selection as soon as possible.
- To ensure openness and transparency it is good practice to send emails to the whole age group, rather than those selected for that squad for that game (unless asked specifically by a coach to send to a restricted list of recipients); it is useful to include the following on the email to parents: date, time, venue, meet time, squad, coach, umpire, kit expectations, any parking issues etc. and ask parents to confirm availability if chosen for the squad.
- When sending emails to parents always remember to BCC parents (data protection) and copy in relevant coaches and Mariana, so that she has a club overview. It is also advisable to request that all recipients acknowledge receipt of your email to evidence that all have seen it and it hasn't been sent to their junk folders.
- Post the date, time and venue of the match onto the Leeds Athletic Netball Club Facebook page prior to the game, along with a list of squad members – and post the score, any squad photographs etc. following the game, and Twitter too if accessible - this is all good PR for the club!
- Keep contact numbers of the athlete's parents in case you need to inform them of a change of plan etc. on the way to a game.
- Each squad has a tube of match balls – these need to be taken to every match, along with the match bag which contains the positional patches, scorecards etc.
- For each match, we are usually required to provide an umpire and a scorer. Usually the umpire has been sourced by coaches (make a note of the umpire's telephone number if available – just in case!) and it is useful to allocate the role as scorer prior to the game (to a willing parent volunteer!)
- Score sheets are required for West Yorkshire games – it is useful to complete in advance where possible with date, venue, squad members etc.
- Following a game the score sheet must be signed by both team managers and umpires and fully completed. On signing the score sheet you are confirming that you agree that the scores are correct on both sheets – please check! The score needs to be text to the West Yorkshire League (clearly stating the age group and league title) and a scanned copy, or clear photograph of the completed score sheet must also be emailed to the West Yorkshire League.
- Match fees are to be collected at the end of the game based on the number of quarters each athlete has played – an envelope can be prepared with age group, cost of match fees per quarter (usually £1.75), squad members etc. These match fees (minus umpire fee) then need to be passed onto Mark Boocock (or via Louise Boocock) asap.
- It is very helpful to have the umpire's fee available in advance, rather than having to wait for the collection of match fees (West Yorkshire Junior League is usually £10.)

- A record of age group, opponent and score then needs to be sent to Paul (07795 257837) via What's App, so that it can be uploaded to the LANC website.

General

- Although every parent has been asked to read the club's Code of Conduct, issues may arise from time to time. As long as we deal sensitively with each concern raised these issues can usually be resolved quickly; however if they are any concerns raised of a safeguarding nature please contact Susie Stead directly as Designated Safeguarding Officer.

At times, it is hard being both a parent and in a volunteering capacity. We are the link between parents and coaches and we can usually work with parents to solve administration issues, but if it is a query about coaching, amount of game play an athlete receives, etc. then these parents need to be directed to contact the coach directly.

There is always a group of parents who are volunteers, or who have volunteered in the past, so use these as support, especially drawing on the most experienced when you have a query or concern ... we aren't expected to have all the answers!

Remember ... stay positive and if not sure –ask ... we are all volunteering together and giving up our own time in the best interests of Leeds Athletic Netball Club.

October 2017