

RACTI TNL Roles 2021

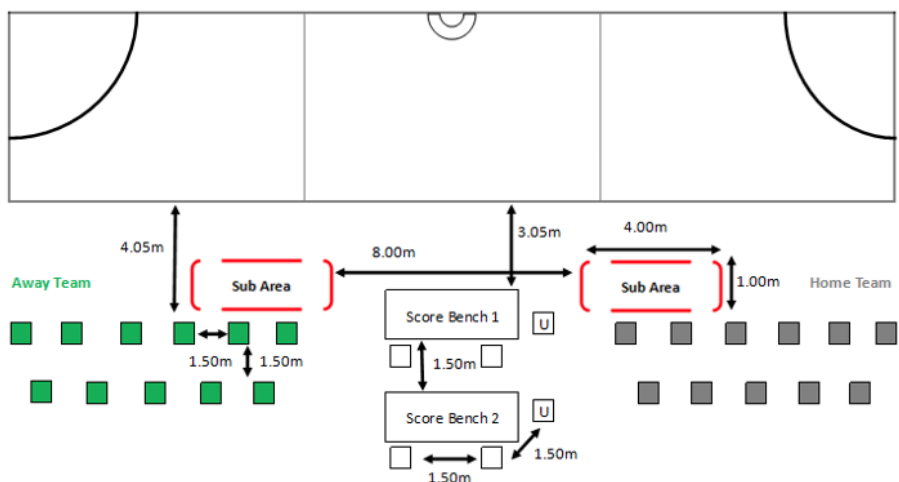
Match Day Manager

Overview

The primary purpose of the Match Day Manager is to ensure that home matches comply with published times and are run within TNL Operations parameters. Matches are to be conducted in accordance with health and safety policies for athletes, volunteers, and spectators, and must reflect Netball Tasmania's values at all times. A checklist is included for Home Game Day workflow.

Match Manager Checklist

- Inspection of court prior to each match for risk mitigation
- Completion of V Insurance safety checklist
(use hardcopy at this stage – add to bench paperwork envelope to return to NT)
- Ensure all signage is set up as required (Covid-19 at entry; RACTI on each court corner)
- Ensure that team and score bench set up is as per requirements (map below)
- Check with venue if all seating and benches have been wiped prior to team entry
(if not, antibacterial wipes should be used on all surfaces)
- Wipe goal posts prior to first game and between games
- Check that door staff are using Square payment system for cashless entry fees
- Liaise with door staff to ensure maximum attendance capacities are adhered to



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Home Game Responsibilities

Overview

The Home team has a series of responsibilities to fulfil in the lead up to and on the day of a Home Game match. Various preparations need to be undertaken to ensure the smooth running of TNL and liaising with other key stakeholders is essential to maintaining the professional standards of competition.

Home Game Responsibilities Checklist

- Have a Match Day Manager appointed and scheduled prior to the Home Game weekend
- Appoint and schedule a Bench Manager and four officials per game prior to Home Game
- Appoint and schedule volunteer door staff to take cashless payments on Square
- Ensure that required paperwork is prepared and present at Home Game:
 - V Insurance safety checklist (for Match Day Manager)
 - Door lists/audit sheets (for volunteer door staff)
 - A3 score sheet (all remaining items for Score Bench Manager)
 - Rolling substitutions
 - Shooting statistics
 - Team managers will share the Team List and the Player Changes
 - Vote slips for Umpires
 - Round relevant Votes envelope
 - Round relevant bench paperwork envelope
- Pack required equipment (charged club iPad, charged Square payment system, blood spill kit, eski's with ice [venue may supply], match balls)
- Be familiar with the pre-match and between-games timing run sheet, and liaise with the Score Bench Manager to ensure that these are adhered to
- Be familiar with Team Bench layouts and required locations of signage
- Contact Netball Tasmania Media and Events Manager if there are any queries regarding Home Game duties (Palf – 0422 077 831)

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Score Bench Manager

Overview

The primary purpose of the Score Bench Manager is to oversee the operation of the Bench Officials in the scoring and timing roles. Score Bench Managers must ensure that duties and responsibilities of personnel are carried out professionally and correctly within the parameters of each role. In the event of absence/illness of a Bench Official, the Score Bench Manager must capably and confidently be able to fill in in any position on the Score Bench to maintain the smooth operation. Those appointed to Score Bench Manager should be an experienced Bench Official with a minimum State Level accreditation, but the strong preference is to hold a National Level accreditation.

Score Bench Manager Checklist

- Set up the Score Bench for the Bench Officials
- Distribute score pads/equipment
- Collect Team Lists from Team Managers 30 minutes prior to match start time
- Be familiar with the pre-match and between-games timing run sheet, and liaise with the Umpires to ensure that these are adhered to
- Ensure that the pre-match countdown clock is set according to the timing run sheet
- Ensure that all Bench Officials are clear on their role responsibilities
- Be familiar with Umpire responsibilities and aware of where liaison is required (i.e. toss)
- In conjunction with the Umpires and Team Managers, facilitate the coin toss between Captains
- In conjunction with the Umpires and Timer 1, oversee the testing of umpire alerts
- Stand behind and/or between the bench(es)
- Receive Player Change (substitution) forms from Team Managers and distribute as required
- Distribute voting slips to Umpires, place in envelope once complete, then seal
- Collate all completed documentation at the end of match and place in Round envelope
- Ensure sealed envelope is returned to Netball Tasmania

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Umpires

Overview

The full role description for Umpires is included in the RACTI TNL Handbook. This abridged version specifically signifies where liaising with other operations managers is critical to the smooth running of TNL on game day.

Umpire Checklist

- Check the court for any hazards, and sign the V Insurance safety form
(provided by the Match Day Manager)
- Be familiar with the pre-match and between-games timing run sheet, and liaise with the Score Bench Manager to ensure that these are adhered to
- Ensure that match balls are supplied by the home club and are sufficiently inflated
- Check athlete nails, accessories and other adornments and manage as required
- In conjunction with the Score Bench Manager and Team Managers, facilitate the coin toss between Captains
- In conjunction with the Score Bench Manager, prepare and test the umpire alerts
- Liaise with Timer 1 to ensure that the match commences on time and proceeds according to schedule
- At the conclusion of the match, complete the Best and Fairest votes. The Score Bench Manager will supply voting slips