**Tips for New Managers**

* Establish a contact list for all parents, which include mobile numbers and CURRENT email addresses, which are checked regularly. Get distribution permission before sending it out to all parents.
* Find out from parents who can umpire or score. These people are gold.
* Ground duties include:
* Setup (stumps, scoreboard, table, chairs, cones, poo patrol). You might want a few people doing this, especially with Covid protocols to follow.
* Scorers x 2, one for before tea, and one for after.
* Score Assist. This is a good way to train potential scorers.
* Umpiring. The coaches can’t do it alone.
* Morning Tea. Covid restrictions aside, this is a team decision; you can get everyone to bring their own if you want. But it is nice to eat as a group, and it gives the coach a chance to address the team as needed. You don’t need to provide for the opposition, unless you play in the RDCA, Covid protocols pending of course.
* Canteen (for home games at Morton Park, and only if covid approved). This includes picking up the bread rolls before the game. The top oval delegate picks up these on Game Day 1, whilst the bottom oval picks up on Game Day 2. Each oval provides a helper per day, so there is two on at any one time.
* Pack up. Make sure the rooms are clean and tidy when you leave.
* Establish a season roster for Game Day duties, and get it out early in the season. People like knowing when they are needed and can plan around the dates if needed.
* Rotate duties around fairly and evenly.
* Keep weekly communication concise. Long winded emails don’t get read. Use attachments if needed.
* Get match scores and stats into the website as soon as possible. The association wants the scores and the kids love their stats.
* Stay in regular touch with the coach – they coach the kids, you do the admin, but you have to be on the same page.
* Report any incidents as soon as possible to the Junior Co-Ordinator. He will escalate it if needed.
* Don’t be afraid to ask for help. No one expects you to do it alone, in fact it is impossible. Ask your Junior Co-ordinator for advice if you are unsure of what to do.
* The Team managers are the conduit of club information to the teams. From time to time, you will be asked to send out flyers or information on behalf of the club. Please remember to do this as part of your weekly email.