



NETBALL
NEW ZEALAND
POITARAWHITI AOTEAROA

Team Manager's Multi-Day Tournament Handbook

We live this game.



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NNZ would like to thank Cadbury for their generous support of our remarkable Netball volunteers. Cadbury as the Official Volunteer Partner of NNZ make it possible to deliver the NNZ volunteer strategy.

Introduction

The information included in this handbook is intended to build on the information included in **Netball New Zealand Introduction to Team Managing** and the **Netball New Zealand Team Manager's Season Handbook**. It is advised that team managers read these other resources first to establish a foundation of understanding of the team manager role. The season handbook has a suite of templates that are helpful to use during tournaments.

Generally, a tournament team manager has been with a team for a regular competition season or at least for some length of time prior to a tournament, so communication pathways, expectations, relationships and team processes will have been established. During a tournament, your role does not change dramatically from what is expected during a normal competition season.

It does intensify as you are with the team 24/7 across the tournament days with a higher level of pressure when there are multiple games in a day and more expectations around results. There is also more planning and organisation involved in the lead-up to taking a team away for a day or more.



Check out these other resources for team managers:

- Introduction to Team Managing
- Team Manager's Season Handbook
- Team Manager's One-Day Tournament Handbook

NNZ would like to thank all team managers for their time, effort and contribution to Netball in New Zealand.

Having been in my role for 12 years now, I've learnt how diverse the tasks can be and how essential it is to be able to adjust and adapt on the go. Things don't always go to plan, no matter how well they have been organised, but your ability to adapt and be flexible will be what sets you apart from others.

The most important skills you'll need are communication, relationship building, organisation, planning and adaptability. Remember, the team manager takes care of everything off-court so that the coach and players can focus on performing to their full potential on-court.



Esther Molloy

Silver Ferns Team Manager

Section 1

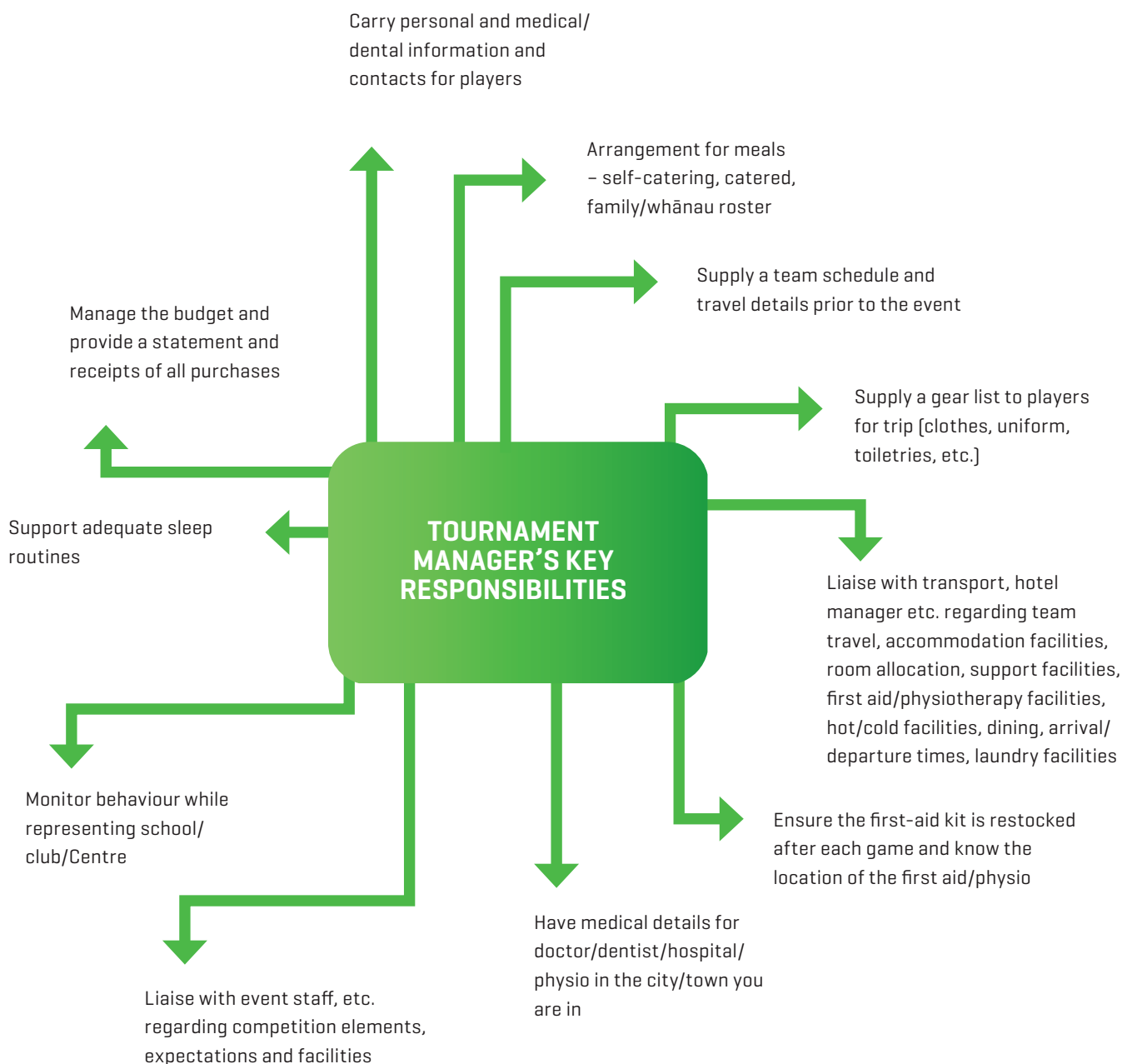
Role of the Tournament Team Manager

Multi-Day Tournaments

A team manager's role during a tournament grows as the usual administration and game-specific tasks, communication and planning combine with the need to take care of the team's well-being over the duration of your extended time together as a unit.

This may include being aware of their mental health, maximum playing time, illness and injuries and watching out for fatigued or homesick players.

Remember, you can always contact the school/club/Centre coordinator during a tournament to ask questions or to seek help.



Section 2 Pre-Tournament Planning

Coach Meeting

To start the tournament planning process, set up a meeting with the coach, just like a pre-season meeting.

This is the time for you to discuss the specifics for the tournament including what the coach would like the theme/direction and goals to be, as well as anything extra they might need for the day and to set expectations/define responsibilities for each other.

QUESTIONS FOR THE COACH

- **Team meetings** – how many/how often, how much time does the coach need with the team, what equipment is required e.g. pens, paper, games, prizes, anything the players need to prepare for these meetings?
- **Pre-game routines** – e.g. pre-game meeting duration, location of meeting, how much time do they need, what equipment is required (if any)?
- **Game routines (prehab time, warm-up time)** – talk to your coach to find out how much time is needed for each. For recommendations around how much time is required for warm-up, see the [NetballSmart website](#) for guidelines.
- **Game debrief/analysis** – when will this be completed post game, how much time does the coach need, what equipment is required e.g. pens and paper, statistics from the game?
- **Team time** – team-building activity games, team culture sessions.
- **Leisure time** – what will the players do to relax/rest between games?
- **Homework time** – if required for your age level.
- **Management meetings** – how often and how much time is needed? It's good to connect each night to reflect on how the day went and make any changes to the schedule for the next day if required.
- **Team leaders** – who will these be, what are their expectations and responsibilities?
- **Player well-being monitoring** – check-ins during the week, daily monitoring; for a sample questionnaire, see page 31 of this handbook.
- **Family/whānau** – discuss expectations and allowances for players and family/whānau to connect during the tournament as well as discussing acceptable sideline behaviour (this information should be communicated directly to family/whānau).

QUESTIONS FOR A PHYSIO (IF APPLICABLE) OR DISCUSS WITH YOUR COACH

- **Post-travel recovery** – what type (pool, walk, stretch session etc.), what venue is required, what timing is required post travel?
- **Treatment time** – what timings pre- and post-games, how much time is needed, what is the process for allocating times for players e.g. schedule?
- **Strapping time and process** – how much time is needed for pre-game strapping, what is the process for ensuring players are strapped and ready to go in time e.g. the strapping schedule?
- **Post-game routine/recovery** – walking/stretching on court, then what type (pool, walk, stretch session, ice baths etc.), what will be completed at match venue and what needs to be completed elsewhere, what venue is required, what is the timing post-game, who is responsible for monitoring the recovery?

Team Schedule

Creating the schedule should be a collaboration between you and the coach [also include a physio and/or a strength and conditioning coach if these are associated with the team].

Working together means that you can be sure to include everything they want/need, and you are adhering to best practice pre- and post-game performance routines.

Communication of the team schedule is often the responsibility of the team manager. Provide players (and family/whānau) with the details regarding team movements, responsibilities and information for the duration of the tournament.

To start compiling the team schedule, it may be helpful to consider the following:

- Begin by adding all the logistics information you have on hand. For longer tournaments it may be easier to start by using an Excel spreadsheet, breaking the day into 15-minute increments and blocking out the times that are already confirmed:
 - » **Tournament travel details** – flight bookings or road travel details, team assembly time.
 - » **Game-day travel details** – block out your timings to and from the tournament location. Use Google maps to find the best route from the accommodation to the tournament venue and back.
 - » **Trainings** – these will be allocated/confirmed by the event organiser generally. This is a good chance to familiarise the team with the tournament venue and facilities.
 - » **Game draw** – your allocated game times.
 - » **Meals** (base these around game times) – information around appropriate game-day meal timing can be found in the Nutrition section of this handbook.
- Next, layer in the other team requirements – team meetings and game analysis, pre-game routines, game routines, post-game routines, game-day travel times, leisure time, physio time etc.

NOTE: for the final day/days of a tournament your game times and, if the team qualifies, for any semifinals/finals will likely be scheduled based on the team's performance. You will, however, know how many games per day you will have so you can base your schedule around that information.

Consider:

- Leaving the final games in the schedule with a blank time column. Once you know your draw you can populate times and communicate the schedule to the players and their family/whānau.

Team Schedule Planning Tips

The team schedule is the key reference document for all team activities throughout the tournament.



Write up the schedule so that if the team manager becomes unwell or cannot be there someone can take over and have all the details on hand.



Have two versions of the schedule – one that you can give to players and their family/whānau and a more detailed version for yourself. Print large copies of the schedule to be displayed in all rooms, especially the team meeting room.

BOLD

Use **BOLD** to indicate key meeting times e.g. team assembly times, departure times, warm-up times.

NAME:
RELATIONSHIP:
PHONE:
EMAIL:

Include the contact details for the team manager in case family/whānau need to get in touch.



For longer tournaments – create a spreadsheet to begin with; this helps plan out time e.g. the team needs 20 minutes to travel from accommodation and tournament venue, coach needs 60 minutes for a team meeting each evening, ice bath recovery will take 30 minutes.



Colour coding helps differentiate between each of the day's activities and makes the schedule easier to read – e.g. travel, meals, game, team meetings.



Get players to take a photo of the team schedule so they have a copy with them at all times and can take responsibility for their own time management.

Consider:

- Googling “Minute to Win It” game show for ideas of fun, quick and easy-to-run games/activities. There are also platforms like Kahoot that you can use to build and run quizzes.



The following pages show an example of a team information schedule format, and the types of detail you can include in your team schedule. There are also blank templates you can use, they can be found in the **Managers Resource** area of the NNZ Website.

Schedule - Team Information Example

	TEAM NAME
MATCH VENUE	Venue where will the tournament games will be held.
ACCOMMODATION	Address, contact details of accommodation.
AIR TRANSPORT	Flight time, flight number.
ROAD TRANSPORT	Rental car/van booking details and contact number.
HOST CONTACT	Contact details of tournament coordinator, host venue contact information.

MANAGEMENT					
	Name:	Contact Number:		Name:	Contact Number:
COACH			ASSISTANT COACH		
TEAM MANAGER			PHYSIO		
S & C COACH			OTHER		

TEAM		
Player 1	Player 5	Player 9
Player 2	Player 6	Player 10
Player 3	Player 7	Player 11
Player 4	Player 8	Player 12

UNIFORM			
What players should wear at different times			
TRAVEL	TRAINING	GAME	POST-GAME
For example: Team Tracksuit Pants/Jacket Team Polo/Shirt/T-shirt Trainers/Sneakers	For example: Training Tights - black Training Singlet/T-shirt - black Netball Shoes Plain Socks	For example: Team Dress, Spanx + Bra Netball Shoes Plain Socks Team Tracksuit Pants/Jacket	For example: Team T-shirt/Polo Shoes + Socks (no scuffs/slides) Team Tracksuit Pants/Jacket

WHAT TO BRING		
What players should pack for the tournament		
Add details around what size bag players can bring (e.g. 23 kg check-in bag + 1 x backpack)		
For example: Dress + Warm-up T-shirt Team Hoodie + Jacket Team Shorts + Tracksuit Pants Team / Black T-shirt + Singlets) Warm Casual Clothes Full-length Compression Tights	Team Book (for notes on analysis and team meeting) Water Bottles x2 Spanx + Sports Bras Netball Shoes (+ spares) + Socks (plain) Runners / Trainers / Casual Shoes Laundry Bag - NAMED Roller / Bands / Massage Ball	Medication + Toiletries + Charger PJs + spare underwear Sweat Towel for games trainings Tags & Towel for pool / ice baths Lunch Box for game-day snacks Thermals and / or Blanket

Schedule - Day One, Travel Day Example

DATE _____

TIME	ACTIVITY + examples/tips of the details to include	
	BREAKFAST	<i>Can give examples of good breakfast to eat at home</i>
	TEAM ASSEMBLY TIME	<i>Time the WHOLE team needs to have arrived</i>
	DEPARTURE TRAVEL/ TRANSPORT DETAILS	<ul style="list-style-type: none"> - Where to meet e.g. car park, check-in area at airport - Flight number and flight time - Rental van booking details and any scheduled stops along the way - Travel time to destination
	ARRIVAL TRAVEL/TRANSPORT DETAILS	<i>[What time you can expect to arrive at the tournament location]</i>
	ACCOMMODATION DETAILS	Name: Address: Booking Ref:
	LUNCH	<i>Can give details of lunch e.g. name of café or restaurant or if self-catered lunch needs to be provided</i>
	AFTERNOON ACTIVITY DEPARTURE TIME	
	AFTERNOON ACTIVITY DETAIL	<i>For example:</i> <i>Post-travel recovery – include booking detail and time allowed for this activity</i> <i>Team meeting/activity</i> <i>Training –include booking details, court number and time allowed for this</i>
	AFTERNOON ACTIVITY RETURN TIME	
	DINNER	<i>Can give details of dinner e.g. name of restaurant, the self-catered dinner to be provided, the name of the family/whānau on dinner duty</i>
	EVENING ACTIVITY DETAIL	<i>For example: Team meeting/activity, physio time - include team manager's meeting/ coaches meeting detail so people know if you are off site</i>
	BEDTIME	<i>Can include exact time for bed and lights out. Recommend checking lights are out by set times for younger groups travelling away</i>

Schedule - Day Two, One Game Example

DATE _____

TIME	ACTIVITY + examples/tips of the details to include
WAKE UP	Can include exact wake-up time if required depending on age level
BREAKFAST	Can give a window or exact time you want all players to arrive to eat breakfast include location e.g. restaurant, team room, team manager's room and room number
TEAM WALK/STRETCH SESSION	Can help with circulation in the morning - discuss with physio/coach around this
MORNING ACTIVITY DETAIL	For example: team meeting/activity, physio time
LUNCH	Can give details of lunch e.g. name of café or restaurant or the self-catered lunch to be provided
ACTIVITY DETAIL	For example: team meeting/activity, physio time, rest time
PRE-MATCH MEAL	This meal to be consumed 2 to 3 hours PRE-match start time
PRE-GAME PREPARATION DETAIL	For example: physio strapping time, team meeting time
SUBMIT TEAM LIST	Important to highlight this time for your own planning. TIP: add a calendar reminder to submit this list before deadline
MATCH DEPARTURE DETAILS	
MATCH ARRIVAL DETAILS	Match Arrival Details – Can include parking information, venue access information
GAME PREPARATION DETAIL	For example: Nutrition top-up [30-60 mins prior to match starting] Prehab/activator start time Umpire nail check time Warm-up time [+ court if warm-up is not on match court] Time for coach's final team talk Time for starting 7 to take the court
GAME DETAILS	Details that can be included: opposition, which team bench, umpires
QUARTER TIME	Include how long the break will be
HALF TIME	Include how long the break is and if you will be staying courtside or going to a changing room
RETURN TO COURT	If you leave the court for half time, then include the time you need to be back on court; this should be confirmed via the tournament organiser
QUARTER TIME	Include how long the break will be
FINAL WHISTLE	Can include details of what is required straight after the final whistle e.g. clearing the bench for the next game
RECOVERY	Can include where this will take place and who is responsible e.g. physio, captain
POST-MATCH DETAILS	Can include time to see family/whānau, debrief time
MATCH DEPARTURE DETAILS	
ICE BATH RECOVERY	Can include where this will take place and who is responsible e.g. physio, captain
POST-MATCH MEAL	Can give details of dinner e.g. name of restaurant, the self-catered dinner to be provided, the name of the family/whānau on dinner duty
EVENING ACTIVITY DETAIL	For example: team meeting/activity, physio time
BEDTIME	Can include exact time for bed and lights out. Recommend checking lights are out by set times for younger groups travelling away

Schedule - Day Two, Two Game Example

DATE _____

TIME	ACTIVITY + examples/tips of the details to include
WAKE UP	Can include exact wake-up time if required depending on age level
BREAKFAST	Can give a window or exact time you want all players to arrive to eat breakfast include location e.g. restaurant, team room, team manager's room and room number
TEAM WALK/STRETCH SESSION	Can help with circulation in the morning - discuss with physio/coach around this
PRE-GAME PREPARATION DETAIL	For example: physio strapping time, team meeting time
SUBMIT TEAM LIST	Important to highlight this time for your own planning. TIP: add a calendar reminder to submit this list before deadline
MATCH DEPARTURE DETAILS	
MATCH ARRIVAL DETAILS	Match Arrival Details - Can include parking information, venue access information
GAME PREPARATION DETAIL	For example: Nutrition top-up [30-60 mins prior to match starting] Prehab/activator start time Umpire nail check time Warm-up time [+ court if warm-up is not on match court] Time for coach's final team talk Time for starting 7 to take the court
GAME DETAILS	Details that can be included: opposition, which team bench, umpires
QUARTER TIME	Include how long the break will be
HALF TIME	Include how long the break is and if you will be staying courtside or going to a changing room
RETURN TO COURT	If you leave the court for half time, then include the time you need to be back on court; this should be confirmed via the tournament organiser
QUARTER TIME	Include how long the break will be
FINAL WHISTLE	Can include details of what is required straight after the final whistle e.g. clearing the bench for the next game
RECOVERY	Can include where this will take place and who is responsible e.g. physio, captain
POST-MATCH DETAILS	Can include time to see family/whānau, debrief time, if staying at courts between games or departing for accommodation
MATCH DEPARTURE DETAILS	
POST-MATCH MEAL/LUNCH	
RECOVERY/REST	Can include activities players can do to help recovery between games e.g. legs up the wall, wearing compression tights, stretching
PRE-GAME PREPARATION DETAIL	For example: physio strapping time, team meeting time
SUBMIT TEAM LIST	Important to highlight this time for your own planning. TIP: add a calendar reminder to submit this list before deadline
MATCH DEPARTURE DETAILS	
MATCH ARRIVAL DETAILS	Match Arrival Details - Can include parking information, venue access information

Continued on next page

	GAME PREPARATION DETAIL	<p>For example:</p> <ul style="list-style-type: none"> Nutrition top-up [30-60 mins prior to match starting] Prehab/activator start time Umpire nail check time Warm-up time [+ court if warm-up is not on match court] Time for coach's final team talk Time for starting 7 to take the court
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	RECOVERY	Can include where this will take place and who is responsible e.g. physio, captain
	POST-MATCH DETAILS	Can include time to see family/whānau, debrief time, if staying at courts between games or departing for accommodation
	MATCH DEPARTURE DETAILS	
	ICE BATH RECOVERY	Can include where this will take place and who is responsible e.g. physio, captain
	POST-MATCH MEAL/DINNER	
	EVENING ACTIVITY DETAIL	For example: team meeting/activity, physio time
	BEDTIME	Can include exact time for bed and lights out. Recommend checking lights are out by set times for younger groups travelling away

Accommodation

Check with your school/club/Centre coordinator as it is likely your accommodation booking will have already been made.

However, to ensure all the specific needs of your team are met you should contact the accommodation provider at the earliest opportunity to confirm booking details, facilities and your team's needs.

When contacting your accommodation think about the following information to provide/request:

- Your name, address, contact details as the main contact for the group
- Confirm details of the booking: dates, check-in and check-out times, number of rooms and bedding configuration – one bed per person, no sharing beds
- Request a larger unit for team management, to use as the team room, that has cooking facilities and equipment – slow cooker, pots and pans, oven, baking dishes
- Enquire about dining facilities (if any) and cost per person
- Confirm your departure time from the accommodation and check if rooms are available for late check-out and if there is any extra cost associated with this
- Confirm what other services/facilities are available for the team – Wi-Fi, parking, laundry, spa/pool, gym, meeting room (and any charges that may be incurred for these)
- Discuss facilities for hot/cold recovery – space for bins or baths, access to a hose, freezer space for bulk ice order
- If you are shopping for groceries online, discuss delivery and storage arrangements for this

Closer to the tournament date you will need to provide a Rooming List to the accommodation with the full names of all guests staying.

The following page offers an example of an accommodation briefing form.

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TIP: If possible, arrive at your accommodation prior to the players to familiarise yourself with the venue and layout, and set up the team room and kitchen areas.

TIP: When looking at the rooming allocation consider splitting more mischievous players to avoid staying up too late or those in certain rooms becoming too excited; split areas of court/positions to avoid spreading of sickness or fatigue in one area of court.

.....

Accommodation Briefing Form

SPORTS TEAM:	Name of your team		PAX:	How many people staying
CONTACT PERSON:	Include all your relevant contact details			
ARRIVAL DATE:				
CHECK-IN TIME:				
DEPARTURE DATE:				
CHECK-OUT TIME:	Highlight if late check out is required			
NUMBER OF ROOMS REQUIRED:				
ROOM CONFIGURATION REQUIRED:				
FACILITIES AVAILABLE TO TEAM: <i>Can you please confirm if you have any of these facilities available?</i>	Wi-Fi	Laundry Facilities	Cooking Facilities [which rooms]	Gym
	Pool / Spa	Team Meeting Room	Bus / Van Parking	Ice Bath / Recovery Facilities
PARKING REQUIREMENTS:	Do you have team vans, or cars? How many parking spaces you will need.			
DINING ROOM/TEAM ROOM:	If this is available.			
TEAM ROOM REQUIREMENTS/ EQUIPMENT:	Do you need a whiteboard, screen etc.?			
	How many chairs and tables?			
TEAM ROOM MEETING TIME REQUIREMENTS:	If they have a separate meeting room available – otherwise, if you can get a larger unit/room for management to hold meetings in.			
GAME DATES & TIMES:				
TIMES FOR ROOMS TO BE SERVICED:	Ideally when the team is away from the accommodation. Indicate when teams will be away from the accommodation so pre-game or rest time does not get interrupted.			
ADDITIONAL INFORMATION:				
ROOMING LIST [To be supplied closer to date of stay]				
ROOM NO.				
ROOM NO.				
ROOM NO.				
ROOM NO.				
ROOM NO.				
ROOM NO.				

Team's Finances

Generally travelling team managers will be given a budget for the team to use over the tournament.

This is to pay for things like petrol, food, ice and incidentals for the players. The largest expense will be food/groceries. Once you have formulated a menu, create a shopping list and then order the groceries online as this can help control the budget. It also has the bonus of saving time when you arrive at the tournament location.

Be sure to know what the budget is and to keep track of all expenditure for the tournament. Collect dated GST receipts for all purchases. If distributing money to other team members advise them that a GST receipt must be returned to you.



*An example of a Team Expense sheet can be found in the Tips and Templates section of the **NNZ Team Manager's Season Handbook**.*

Duties

Daily duties are part of any multi-day tournament.

There is no need to complete all of these yourself; in fact, it is encouraged for team development to get players involved in creating the process and overseeing the execution of these duties. One strategy for this is to have a team discussion around what duties need to be completed for the team, then divide the team into mini teams or duty groups and roster duties to be completed.

Team Daily Duties can include:

- Equipment – responsibility for all team equipment for the day, packing the vans and ensuring all equipment is brought to and from the court.
- Food and water – helping with food preparation and dishes, helping to ensure everyone has eaten and has their drink bottle on them at all times, filling team water bottles for games.
- Physio support – helping the physio with gear, prehab, warm-down and recovery processes.
- Laundry – see below for details around laundry duty.

Laundry Duty

Laundry will need to be completed daily for the whole team as well as any bibs, towels and other team items used during each game.

To assist in this process, consider the following:

- Clearly defining the process e.g. a time for all dirty laundry to be in a set location, collection points for the next day; ask players to ensure all clothing is turned inside out before washing.
- Helping players allocated to laundry duty to be familiar with washing and drying instructions of team gear e.g. bibs, dresses, thermals.
- Having coins for washing or collect tokens from accommodation reception.
- Asking the players to bring a mesh laundry bag specifically for washing – items may need to be removed from the bags for adequate drying.
- Purchasing sensitive washing powder to not irritate players with sensitive skin or allergies.
- If uniform items are not already numbered, you could use coloured ribbon as a way for players to identify their items.

Tournament Rules/Standards

Before the tournament it is important to establish rules/standards for while the team is away.

These can be established between you and the coach and distributed to the players or, if age-appropriate, established with the whole team involved.

It is important to cover things like:

- Family/whānau's access to players during the tournament. Team management is responsible for all players during the tournament, so you need to be aware of who is coming and going from the team environment.
- Mobile phone policy – when and where the players can use phones e.g. not during “team time and meals”.
- Expectations of players – duties, recovery, meals.
- Appropriate team behaviour e.g. how the team will present themselves/code of conduct.

Family/Whānau and Player Meeting

Prior to a tournament, you may want to hold a team meeting and invite family/whānau along. This is a good opportunity to give everyone information about the tournament and to answer any questions.

Consider covering the following details:

- Run through all the tournament information including the team schedule, packing list and rules/expectations.
- Discuss how family/whānau can help e.g. meal allocation (if parents are providing meals), baking, scoring/timing, laundry.

Consider:

- Sending the link or giving out the resource (if you have access to them) of the NetballSmart SmartParent and SmartTraining booklets; this covers a range of information to help family/whānau support players and teams:
 - » [SmartParent](#)
 - » [SmartTraining](#)

Team Uniform

The team manager is responsible for overseeing the distribution of the team uniform.

After players (and management) have received their uniform for the season it is the team manager's responsibility to ensure that players know the appropriate use and expectations while wearing the uniform, including competition regulations around the uniform and the appearance standards for the team.

Consider:

- Request spare uniform items to keep in the team bag in case items get lost or damaged during the tournament or you need to change a dress during the game due to blood or other marks.



Equipment

Once you have received all the team equipment write a stocktake of what you have received so you can ensure you return it all at the end of the season. Make sure you let your school/club/Centre coordinator know if any of the equipment breaks or malfunctions during the tournament.

As you will be away for multiple days it is important to pack a few extra things that you may require during the tournament.

Additional requirements for multi-day tournaments may include:



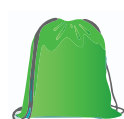
Multi plugs

- for cooking equipment, chargers etc.



Door stops

- to keep accommodation doors open so you don't need to carry keys around with you.



Laundry bags (spare)

- the players WILL forget



BluTac and extra stationary items



Coloured ribbons, hair ties and clips for hair



Extra rubbish bags

- for games and accommodation



Hand sanitiser



Vicks VapoRub and lozenges

- there will always be one sick person



Extra timers and/or stopwatches



Ball pump

- in case you can't access one at the courts



Umbrella

- most tournaments are outside and will take place rain, hail or shine



Thermals, gloves, blankets

- carry some spares for players who forget or get cold on the sideline



Snaplock bags

- for easy ice packs



Chilly bin

- for lunches and recovery food [it also provides a place to sit on the sideline if no benches are supplied]



Slow cooker

- easy for 'set and forget' team meals



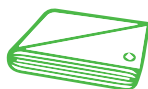
Bins/bucket/blow-up

- pool for ice baths



Drying rack/hangers

- for bibs and uniform items



Tarpaulin, waterproof bag or container

- for keeping items dry courtside



Extra kitchen supplies

- serving bowls and plates, sharp knives, tongs/spoons for serving



Examples of equipment that can be included in a team manager's kit and additional team equipment can be found in the Tips and Templates section of the **NNZ Team Manager's Season Handbook**.

Risk Management

Ask the school/club/Centre coordinator about a Risk Management Plan to find out whether one will be provided for the team or if you will need to create this.

Once given or while creating one, it's a good idea to run through it with the coach, other team management and the school/club/Centre coordinator so everyone is on the same page regarding all potential risks for the team at the event.

A Risk Management Plan combines all the potential risks in one place and helps you consider the likelihood and impact of an incident, what could be done to reduce the likelihood of an incident occurring and what processes need to be followed if an incident does occur. It also allows you to formulate plans to minimise or mitigate any potential risks. Remember that the event starts from the time the team assembles before travel to the event, to the time they arrive home after the event.

Consider:

- Asking around for examples of what other teams have experienced in the past. Use these discussions to formulate a Risk Management Plan.

While at the tournament there are often risks and incidents that need to be reported to the event management and the school/club/Centre coordinator. This supports the safe running of the event and ensures all participants enjoy their experience. You should notify them of the following situations:

- Breaches of code of conduct, NNZ regulations and championship rules
- Illness (particularly anything that could be contagious)
- Serious harm or injuries (including concussion)
- Potential impact of COVID-19
- Unsafe environment; potential risks and hazards
- Media attention to any risks or incidents.

Notification can be done in person, by phone and should be done as soon as possible. Understand the chain of reporting if there were to be a serious incident, accident or Health and Safety concern; e.g. who to contact first at the school/club/Centre after the appropriate first response has taken place.

Below is a template that can be used for creating a Risk Management Plan for the team.

LIKELIHOOD

TITLE	SCORE	DESCRIPTION
Rare	1	Highly unlikely to occur; however, still needs to be monitored as certain circumstances could result in this risk becoming more likely to occur during the tournament
Unlikely	2	Unlikely to occur, based on current information, as the circumstances likely to trigger the risk are also unlikely to occur
Moderate	3	Likely to occur as it is clear that the risk will probably eventuate
Likely	4	Very likely to occur, based on the circumstances of the tournament
Almost Certain	5	Highly likely to occur as the circumstances that will cause this risk to eventuate are also very likely to be created

IMPACT

TITLE	SCORE	DESCRIPTION
Insignificant	1	Insignificant impact on the tournament. It is not possible to measure the impact on the team as it is minimal
Minor	2	Minor impact on the tournament and team, e.g. <5% deviation on schedule or performance of the team
Moderate	3	Measurable impact on the tournament and team, e.g. 5-10% deviation on schedule or performance of the team
Major	4	Significant impact on the tournament and team, e.g. 10-25% deviation on schedule or performance of the team
Catastrophic	5	Major impact on the tournament and team, e.g. >25% deviation on schedule or performance of the team

SUMMARY PRIORITY PROFILE

IMPACT	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
	0	1	2	3	4	5
	LIKELIHOOD					

PRIORITY

To work out the Priority for events/occurrences, you take the IMPACT and multiply by the LIKELIHOOD which gives you a Priority.

PRIORITY SCORE	PRIORITY RATING	ACTION REQUIRED
0-1	Very low	Recognise that risk exists but continue with activity
2-3	Low	Consequences are insignificant. Manage by regular monitoring
4-9	Medium	Consequences may be unacceptable and need management action to share and/or reduce likelihood/impact
10-16	High	Consequences are unacceptable and need immediate management action to share and/or reduce likelihood/impact
17-25	Very high	Consequences are too great. Continue only if there is a statutory duty or with approval of the Executive team.



*An example of a Risk Management Plan can be found in the **NNZ Team Manager's Multi-Day Tournament Handbook**.*

Some examples of potential risks and how to complete a Risk Management Plan

RISK	LIKELIHOOD	IMPACT	PRIORITY	MITIGATING ACTIONS	RESPONSIBILITY
Player sickness/ injury prior to departure	2	3	6 [Medium]	<ul style="list-style-type: none"> • Tournament will run as scheduled • Reserve or replacement player brought into team prior to departure 	<ul style="list-style-type: none"> • Coach • Team manager • School/club/ Centre coordinator
Player injury during tournament	3	4	12 [High]	<ul style="list-style-type: none"> • Adequate medical protocol followed – physio, doctor • Communication to school/ club/Centre coordinator and family/whānau 	<ul style="list-style-type: none"> • Team manager • Physio/doctor • Coach
Player sickness during tournament	2	4	8 [Medium]	<ul style="list-style-type: none"> • Adequate medical protocol followed – physio, doctor • Isolate unwell players to avoid spread of illness • Communication to school/ club/Centre coordinator and family/whānau 	<ul style="list-style-type: none"> • Team manager • Physio/doctor • Coach
Transport delays or issues	2	4	8 [Medium]	<ul style="list-style-type: none"> • Tournament schedule may need to be adjusted • Team manager to ensure alternative options have been discussed and can be implemented at short notice 	<ul style="list-style-type: none"> • Team manager • School/club/ Centre coordinator
Evacuation of accommodation	1	2	2 [Very low]	<ul style="list-style-type: none"> • Team to follow accommodation evacuation plan • Assessment on impact to team processes/sleep 	<ul style="list-style-type: none"> • Team manager • Coach
Natural disaster at tournament location	1	4	4 [Medium]	<ul style="list-style-type: none"> • Communication of information to school/club/Centre coordinator and parents 	<ul style="list-style-type: none"> • Team manager • Coach
Loss or damage to team equipment	3	3	9 [Medium]	<ul style="list-style-type: none"> • Ensure proper use of equipment at all times • Ability to borrow items off event organiser or local source/approval of budget to buy items 	<ul style="list-style-type: none"> • Team manager

Section 3 During the Tournament

Travel

FLIGHT TRAVEL - AT THE AIRPORT

Prior to travel discuss your requirements for luggage with your school/club/Centre or travel agent.

Standard seat and bag tickets allow for 23kgs per person, but a travelling team generally requires extra bags that you may need to purchase e.g. physio treatment table, ball bag, team equipment bag, physio equipment bag.

You should be the first to arrive at the airport, but allow the following team meeting times as a minimum:

- At least 2.5 hours prior to departure for international flights
- At least 1 hour prior to departure for domestic flights.

TIPS:

- Have an up-to-date list of those travelling including their contact numbers – and passport details for international travel.
- Printed copies of tickets are advised for easy access to information if required.
- If any players have a fear of flying seek guidance from airline staff.
- Check-in oversize baggage, e.g. physio treatment tables, bags of balls; number them and keep receipts from the airline tags.
- If players have spare space in their check-in bags you can allocate team equipment – rollers, balls, physio supplies if required.
- Listen and watch for changes to flights.
- Remind players to keep their passports in their hand luggage.
- Ensure all players know what time the team is meeting at the boarding gate – board as a group so you can check everyone is there.
- Get players to pack their uniform and netball shoes in their hand luggage in case any suitcases go missing.

FLIGHT TRAVEL - NUTRITION/HYDRATION

Nutrition

- Encourage team members to eat a meal before travel.
- If anyone has specific dietary requirements, ensure this is addressed with the airline prior to travel e.g. vegetarian meal.
- Take small snacks in individual plastic bags for players to eat during the flight e.g. dried fruit, nuts, muesli bars, yoghurt-covered raisins, rice crackers. Give these out during the check-in process to save you carrying them around with you.

Hydration on the Plane

- Ensure players have a water bottle in their carry-on luggage.
- One bottle of water to be consumed before the flight.
- One bottle of water to be consumed during the flight.

NOTE: If the team is travelling internationally, they will need to purchase, or fill up water bottles after they go through customs.

FLIGHT TRAVEL - ON THE PLANE

Domestic flights are short, but it is still important for players to get up out of their seat once or twice and go for a stroll.

ROAD TRAVEL

If you are travelling to a tournament by van or car it is a good idea to try and schedule stops approximately every 1 to 1.5 hours to allow players to get out and stretch their legs and have a toilet break. Before you travel check whether anyone gets car sick – if so, sit them up the front.

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TIP: To encourage players to get out of the van/car and go for a walk, you could find some sightseeing activities or team-building activities along the way to make things a bit more interesting.

.....

Venues - Competition and Training

Things to think about:

- How far is it from the accommodation, what is the best route, what is the traffic situation like, where is the parking?
- What training facilities are available and when – will you be allocated venues and times or do you need to source for yourself?
- Where are the changing/bathroom facilities?
- Are medical services provided?
- Where can the team set up a base?
- Where is the warm-up court (if not on the match court) and how long does it take to move to the match court?
- Where is the cool-down court (if not the match court)?

Competition

Make sure you familiarise yourself with all the details surrounding the competition prior to the tournament – e.g. competition format and draw, venue and facilities, rules and process for protests/appeals, points allocation, finals format, team list process.

Aim to attend the team manager’s meeting/briefing for the tournament. This is a great chance to meet the tournament organisers, get all the relevant information and ask any questions you may have.

Team Health/Medical Information and Support

Some teams [depending on the level of competition and support provided for the team] may have a physio attend the tournament with them. If this is not the case, most tournament venues will have a physio on site to assist players/teams.

Regardless of whether you have a physio with the team or not, you should always ensure the following:

- Regular monitoring of any players with a recent injury or illness and whose well-being is in doubt
- Knowing the symptoms and treatment method for any players who have ongoing medical problems such as asthma, allergies, or diabetes
- Knowing the name, address and phone number of the local medical centre and dentist

Consider:

- Completing a first-aid course or refreshing your first-aid certificate as required.

Recovery

With a tournament having multiple games on the same day and very little time between each game it is important to be aware of what types of recovery are appropriate.

THE BENEFITS OF RECOVERY

- Aids the removal of waste products
- Returns the body to near resting levels
- Sets the body up for the next round of exercise
- Allows the player to continue to perform at high levels
- May help reduce the injury rate
- May help reduce muscle soreness

STEPS TO RECOVERY

Post-game cool-down

Cool-down is compulsory!



It should never be left out, no matter what age group. Players should start with a 5-minute active cool-down – a light jog slowing to a walk, keeping moving for 5 minutes. Follow up with static stretching – hold each stretch for 30 seconds each side, include stretches for calves, quads, hamstrings, hip flexors, glutes, arms etc.

Hydration



During warm-down and stretching, players should begin hydrating.

Nutrition



To speed up the recovery time between games it is important to eat as soon as possible after finishing exercise. This will help replenish muscle fuel and improve energy for the next game.

Post-game snacks or recovery food should have a focus on carbohydrates; e.g. a filled roll, creamed rice, banana and sandwiches. Many players lack appetite after games and may need to be offered small, palatable options (such as sushi or crackers) and fluids, which will improve both their hydration and carbohydrate status (such as 500ml flavoured milk). Do not try new foods on game days as this could lead to stomach upsets.

Hot/cold regime



This may not be an option for one-day or part-day tournaments. However, if the team can complete this regime post tournament it should be conducted and monitored by an adult.

Pool recovery sessions



If available (budget or facility), active recovery in a pool or at a nearby beach can assist with post-tournament recovery.

Injury Management

Injuries at tournaments are tough for players, but no matter how important the game is, it is never bigger than the welfare of an individual.

Use the flow chart below to understand the injury management process that the coach will work through when returning a player to the court after an injury.



DOING THE SIMPLE THINGS WELL WILL MAKE A DIFFERENCE TO ANY INJURY:

- P.R.I.C.E.D (see diagram below) will help with the early management of any acute injury. It is a simple process which assists in the early care and to minimise excessive swelling and the secondary effects of injury. If the team does not have a physio, ensuring that initial first aid is administered is key, then source appropriate treatment e.g. a local physio or doctor.
- Help the player understand that playing with an injury is counter-productive and can prolong or worsen an injury.

Types of injury

There are two types of injury:

- Acute or contact injuries can be difficult to avoid.
- Non-contact or overuse injuries can be reduced through performing key movements well and managing player's loading.



REMOVE FROM THE COURT

APPLY P.R.I.C.E.D AS SOON AS YOU CAN



Consider:

- Giving an injured player some important jobs (stats etc.) to keep them engaged and part of the team.



Smart Tournament - The following page is a handy resource that can be handed to players and family/whānau in the lead-up to tournaments.

Smart Tournament - 10 Top Tips

Prepare - Play - Recover - Repeat

Be tournament ready with these 10 Top Tips

1

Hydrate



Drink 500ml in the hour before the game. Plus drink during and after each game.

2

Eat



ENERGY IN = ENERGY OUT
Eat well to play well

Have a full breakfast, two hours before first game. Protein, Carbohydrates, Fats

3

Sleep



Minimum 8 hours, aim 9 - 10 hours technology goes away 30min before sleep time.

4

Prepare



Shoes with tread,
Warm clothes towel,
Sunscreen

Do not get cold between games!

5

Warm Up

NetballSmart Dynamic Warm Up to start the day.
Power Warm Up thereafter



6

Share The Load



Coaches: play all team members, share the load, share the fatigue

=

Improved overall performance of your players and team

7

Manage Injuries

Remember **P.R.I.C.E.D**

Do not return player to court unless they can comfortably do the full NetballSmart Dynamic Warm-Up



8

Snacks

Eat healthy snacks within 30min of game finishing & 30 min prior to next game



8

Cool Down

Jog or Walk



Layer-Up



Hydrate



Stretch



10

Team Spirit

Celebrate Successes



Have fun and play fair



Tournament Nutrition

Eating right on game day is a player's secret weapon. Healthy food is the priority during any tournament. Doing simple nutrition well will provide the best results. However, a sudden change from a player's everyday diet may not help them during a tournament.

Focus on carbs for energy. Muscles use carbohydrates for energy. Recommend whole-grain bread, crackers, cereal, pasta and potatoes for lasting energy. Between-game snacks like creamed rice, cereal bars and flavoured milks are beneficial.

Sports drinks only for elite levels. For elite-level teams, sports drinks can be used for an energy boost; however, these are not recommended for school-aged players and teams.

Spread out protein foods. Active bodies need protein to support growth and build and repair muscles. Protein is most beneficial for recovery after a tournament.

Use caution with fatty foods. Fatty foods slow digestion. Fats release energy slowly, which means this energy will not be able to be used during a game. Greasy and fried foods are filling but may leave the player feeling tired and sluggish especially when they need the energy the most.

Timing is everything. When players eat is just as important as what they eat. Players should eat their main meal 2 to 4 hours before the first game. During a one-day or part-day tournament, time can be very tight so small snacks can be eaten 30 to 60 minutes in advance. Post-game eating within 30 to 45 minutes is optimal for energy restoration and muscle recovery.

Topping it off with milk. Just one cup of milk packs 8 grams of protein per serving. This is great for post-game muscle recovery. Alternatives to milk you can recommend are smoothies and diluted fruit juice as these help replenish carbohydrates and fluids also.

IDEAS FOR POST-GAME RECOVERY FOOD

CARBOHYDRATE-RICH SNACKS	CARBOHYDRATE- AND PROTEIN-RICH SNACKS
Fruit juice	Creamed rice
2 slices of toast	Low-fat milk (with or without flavouring)
Banana	Cereal and milk
Vegetable soup	Bread roll with cheese and meat filling
Cereal-covered muesli bars	Sushi
	Fruit smoothie
	Fruit yoghurt

Consider:

- Talking to players and family/whānau about the importance of a healthy breakfast to set them up for the day (e.g. whole-grain cereal, toast, spaghetti, or baked beans). Eating breakfast throughout the week (and not just on game days) is advisable.
- Encouraging players to bring carbohydrate-rich lunch and snacks and a refillable drink bottle. Advise players where they can top up their bottles.
- Asking family/whānau to contribute fruit for between games and during game breaks.

MENU IDEAS

BREAKFAST	LUNCH	DINNER
Poached eggs/scrambled eggs on toast	Wraps/sandwiches/rolls/bagel with salad and chicken/beef/ham	Lasagne and salad
Muesli/cereal, fruit and yoghurt	Pumpkin or vegetable soup with buns	Honey soy chicken and rice + vegetables
Porridge	Sushi	Tacos with beef/chicken/falafel
Toast	Leftover food from dinner which includes carbohydrates (e.g. potatoes, rice, taro)	Spaghetti bolognese
Fruit smoothie	Quiche and salad	Chicken curry and rice
		Homemade burgers
		Pasta bake
		Shepherd's Pie and salad

Consider:

- Always having fruit and nuts available for players if they need a top-up or to add to meals.

EXAMPLE SHOPPING LIST FOR TOURNAMENT WEEK (12 PLAYERS+ 3 MANAGEMENT)

NOTE: This is an example of an initial shopping list. If items run out during the week, additional shops will be required.

Fruit and Vege Avocados x4 Bananas x2 bunches Fresh lettuce x2 Mandarins x2 bags Cucumbers x2 Carrots x1 bag Tomatoes x2 bags Onions x4 Potatoes 1 bag	Snacks Milo small packet Nice and Natural Muesli bars x5 Rice crackers - x6 packs Nuts and dried fruit selection Lolly selection for games Pikelets Soy Mix Popcorn bags	Fridge items Lite Blue Milk 3L x2 Yoghurt pottles x3 6-pack Hummus 1kg Soft butter Chocolate milk 2L x2 Colby block 1kg Best Foods Lite Mayo Apple juice for electrolytes
Breakfast Eggs x2 12-pack Cereal x3 Spreads [Check with team what spreads they like, to avoid wastage] Hash browns 1x box Baked beans or spaghetti Sandwich/toast bread x4 bags Tea and coffee	Lunch Wraps x3 10/15-pack Bread rolls x 20-pack Ham x 800g Shredded chicken x 800g Pastry x1 pack	Dinner Rotisserie chicken x2 800g bacon x1 Salami packed x2 Mince 1kg Hamburger patties Tomato sauce Bolognese sauce Lasagne sauce Lasagne sheets Pasta Rice
[Fruit and salad items for lunches and dinners under fruit and vege]		
Miscellaneous Items Paper towels 4-pack Washing powder [if required]	Dishwashing liquid [if required] Spray and Wipe bottle Kitchen cloths 3-pack	Cooking oil Toilet paper [if staying in a house]

Player Hydration

Water (H₂O) is the most appropriate drink during tournaments.

Carbohydrate (CHO) drinks (such as Powerade or other sports drinks) are more appropriate for very high-intensity activity greater than 60 minutes and should only be used at the very elite level. Discourage the use of CHO drinks, especially for school-aged players.

Good hydration should begin early in the day before players have even set foot out of bed. Stay hydrated by drinking plenty of water during the day leading up to a game.

Consider:


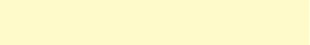
- Recommending to players that they start each day with a large glass of water as soon as they wake up to help with their hydration.

URINE COLOUR CHART

A good guide to hydration is a player's urine colour. Aim for urine which is pale (similar to the colour of weak tea without milk) and plentiful; anything darker than this means more hydration is required. Urine should not be crystal clear (like water) as this can lead to electrolyte imbalances.

This urine colour chart will give you an idea of whether a person is drinking enough or is dehydrated (lost too much water from the body).

ARE YOU DRINKING ENOUGH?

			
<ul style="list-style-type: none">· Very Dehydrated· Drink a large bottle of water immediately	<ul style="list-style-type: none">· Dehydrated· Drink 2-3 glasses of water now	<ul style="list-style-type: none">· Somewhat dehydrated· Drink a large glass of water now	<ul style="list-style-type: none">· Hydrated - you are drinking enough· Keep drinking at the same rate

Be aware! If you are taking a single vitamin supplements or a multivitamin supplement, some of the vitamins in the supplements can change the colour of the urine for a few hours, making it bright yellow or discoloured.

GAME HYDRATION

- Promote hydration of 500ml of H₂O in the hour prior to the game.
- Encourage players to drink during breaks. Some players will need to be encouraged to drink because they actually "forget to".
- During warm-down and stretching, players should begin rehydrating.
- Each player should finish at least 500ml of H₂O post game.

Cramping may be related to lack of hydration or an electrolyte imbalance especially if playing in warm conditions and a player sweats a lot. However, cramping can also be caused by the player being unaccustomed to the activity (i.e. training has not replicated the level of intensity of a game and their calves cannot cope, or they are not used to the court conditions or due to their lack of fitness). Helping players to have sufficient fluid and carbohydrates can minimise the risk of cramp. A player who sweats profusely can add a pinch of salt to their H₂O.

Player Well-being

Along with the physical demands of a tournament, players may experience an increased stress on their mental well-being.

This could be due to the increased mental pressure of having multiple games in one day, changes to normal routines, internal or external stresses, personal issues outside of the team environment or even as a result of traffic congestion on the way to the tournament.

It is important to be aware of how players are feeling both physically and mentally. A simple way is to personally check on each player as they arrive at the tournament. Take a few moments to talk to them and ask how they are feeling, how they slept and if they are ready for the day ahead.

If you feel anything important arises from these conversations, it is a good idea to mention these to the coach. This then allows the team management to address any issues or concerns with the player, to ensure they get the most out of the tournament as well as contribute positively to the team.

PLAYER WELFARE QUESTIONNAIRE						
Date					Name	
Each question is out of 5						
5 = great/energised/not stressed/not sore/sleeping well						
1 = flat/tired/stressed/very sore/fatigued/poor sleep						
1: LEVEL OF FATIGUE						
I feel very energised/ I feel very fatigued	5	4	3	2	1	Answer
2: STRESS LEVEL						
I am very unstressed/ I am very stressed	5	4	3	2	1	Answer
3: BODY/MUSCLE SORENESS						
My body is great/ I am really sore	5	4	3	2	1	Answer
4: SLEEP						
I slept really well/ I had a poor night sleep	5	4	3	2	1	Answer
HOW MANY HOURS SLEEP						
						Answer
Total:						

ONCE THE ANSWERS HAVE BEEN COLLECTED THE COACH (AND POTENTIALLY THE MANAGER) WILL REVIEW THE SCORES AND RESPOND ACCORDINGLY USING THE FOLLOWING:

Level of fatigue

- Does this relate to sleep quality? If yes, help them to develop a better sleep pattern.
- Have a chat about nutrition (energy in = energy out).
- Are they maximising their recovery?
- Perhaps they need a nap.

Stress level

- Have a chat with the player.
- The tournament in general may be a challenging environment.
- Is everything at home OK?
- Is potential selection having an impact?
- Any other factors causing stress?

Muscle soreness/body soreness

- Are they maximising the recovery process?
- Were they prepared for a tournament setting? – sufficient fitness.
- Provide rollers etc. and stretching sheets to do more recovery.
- A pool session may be helpful.

Sleep

- What is their sleep hygiene like?
- Technology?
- Roommate?

Some useful tips to aid in better sleep:

- » Warm shower 30 minutes before sleep
- » Set a sleep routine
- » Phones out of the bedroom
- » No screen time 30 minutes before bedtime
- » Read a book
- » Dark, warm room – curtains closed
- » Ear plugs or move rooms if struggling with a roommate

How many hours sleep?

- Aim for 8 to 10 hours' sleep per night. If a player is not getting this, determine some strategies to assist.

Total the score and monitor daily scores across the week. As a result of a tournament being a big and busy few days and players likely to fatigue over the days, scores are likely to decrease. However, sudden changes in scores should be discussed with the player.

Section 4 Post Tournament

Post-Tournament Travel

After a full-on few days, one of the final tasks to complete is getting the team home safe and sound. Whether this is on a plane, team vans or cars, the final day of tournament is a long one. It is important to keep the team together if possible as player safety is still a team management responsibility until players get home. However, if players do want to travel home with their family/whānau, be sure to know the school/club/Centre policy here before allowing this. Get the family/whānau to sign a form stating that they are taking over responsibility for their player. Check with your school/club/Centre to see if they have a form on file for you to use.

Collection and Return of Equipment and Uniforms

Before too much time passes it is important to arrange and communicate a date where players and team management are to return all allocated uniform and equipment. Ensure you check off items against your stocktake records and then return all items to the school/club/Centre.

End-of-Tournament Function

Once the dust has settled from the tournament (and everyone has caught up on sleep) a nice way to wrap up the season/tournament is to organise a team function - something as simple as a team dinner or BBQ to finish off. Discuss with your coach if they want to have a team prizegiving too.

Reconciliation of Team Finances

Note all expenses clearly; include all dated GST receipts relevant to each expense. Balance all expenditure and give the Team Expense sheet, along with any remaining money, to the school/club/Centre.

End-of-Tournament Debrief/Review

This process may be completed by your school/club/Centre. A debrief/review provides the opportunity for a team manager to grow in their role by seeking feedback from the coach, players and their family/whānau. Consider surveying these groups as to how they felt the campaign went, how well you performed your role as team manager and any suggestions for next time.





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