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**Team Manager Check List 2023-2024**

**TEAM NAME**

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ the team captain/manager/coach can confirm that I have done all the items listed below

**Prior to the start of the season**

* Ensure all active players and umpires are Active EN members (aka affiliated) a minimum of 3 days before they participate. – Paying by direct debit might cause a delay in EN processing payment, therefore it is recommended that players select “pay by card”.
* Submit and keep up to date the team register on ENGage (this means players are added to the team in the TEAM MANAGEMENT section of ENgage not just linked to your club). Players are to be added to the team register a minimum of 3 days before they can play.
* Ensure ALL players and umpires are aware and understand the DANA code of conduct. Any breaches to this code of conduct will be penalised.
* Ensure all players and umpires are conversant with the league rules.
* Submit Age Banding forms and parental consent for all players 14yrs-18yrs

**During the season**

* Fulfill ALL team umpiring commitments.
* Pay Match fees in a timely fashion, recommended to be paid monthly by BACS.

To be returned by the first match to:

[dananetball@gmail.com](mailto:dananetball@gmail.com)