



# HOW TO DO THE ROSTER

Using the NEJTA fixture booklet, you need to fill in the details and distribute a copy to each of your team members. A copy should also be kept in the Team Managers folder.

- ▶ Fill in your fixture number - that's the number next to BUNDOORA in your section's 1-8 team list. **This number must always be included on scorecards.**
- ▶ Fill in for each week whether your team is playing at HOME or AWAY. Note that the draw is reversed for the second round of matches.
- ▶ Fill in the name of the opposition club for each week.
- ▶ Indicate with (E) the player who is rostered out (ie emergency) for each week.
- ▶ Fill in the name of the parent supervisor for each week. As Team Manager, you may be happy to be the team supervisor more often than others, but that is up to you.

**You do not have to be there every week.** Roster the other parents on as Team Supervisors when your child is rostered out or when you can't be there.

- ▶ Fill in the opposition club names and away venues with Melways references. These are found on the back pages of the NEJTA booklet. If a team in your section is marked with an asterisk, **check the away venue very carefully** as these teams play at a venue other than the main club venue.
- ▶ Doubles teams may have both early (8:45am) and late (11:30am) starts. Include these times on the roster so there is no confusion.
- ▶ If you have a mobile number, include it on the roster in case your team members need to contact you on a Saturday morning.
- ▶ Include your team's canteen dates on the roster.