



## Role of TEAM MANAGER

The role of the Team Manager is to represent the team on behalf of Club management and ensure all team members are kept up to date with Club requirements.

In addition, the Team Manager looks after the team, making sure that all administrative and operational planning and activities are completed. Examples include registration and team lists and keeping everyone informed about competition draws, venues and timings.

### Duties

1. Ensure that all players are correctly registered prior to first game.
2. Liaise closely with Registration Secretary to ensure that appropriate information has been supplied by each player.
3. Ensure the safekeeping of player's registration cards.
4. Be responsible for correctly completing the Team Sheet.
5. Ensure that all particulars in relation to the game are correctly entered on the scoresheet prior to when the referee signs the score sheet.
6. Be responsible for all Club gear given to the team and ensure its return at the finish of the season if required
7. Arrange for team jerseys to be washed each week and ensure that they are available for the next game.
8. Ensure that all players are correctly attired for each game.
9. Ensure that all players and parents know when they are playing each week and the location of grounds.
10. Represent or arrange for a representative to attend to meetings.
11. Ensure the club newsletters and information are distributed to all team members and ensure that team parents are fully informed of what is happening in the Club.
12. Encourage maximum participation by all players and see that no player is unfairly treated in relation to team selections.
13. Liaise with Club Officials regularly.
14. Check weekly scores and tables to ensure they are correct.
15. Have a sound understanding of Junior League Rules and Regulations
16. Have a good working knowledge of our Club Constitution and Club Rules.
17. Be aware of the future directions of our Club.
18. Ensure all team members respect and support the Club and Junior League Rules and Regulations.
19. Educate, support and encourage all Club members to respect and support our Club and Rugby League Codes of Conduct. Insist on all members and parents respecting and abiding by our Club's and Rugby League discipline provisions.
20. Be prepared to assist in settling any disputes stage I level in accordance with the clubs complaints policy.