



VOLUNTEER POSITION DESCRIPTIONS

TEAM MANAGER

Responsibilities

The Team Manager has a vital role in providing communication between the Club, the Coach, the team and the parents. The Manager also represents the team on behalf of Club Management and ensures all team members are kept up to date with Club requirements.

Duties

- » Liaise closely with the Club Registrar to ensure that players are appropriately registered on LeagueNet
- » Ensure all players have completed a Medical Advice Form prior to the commencement of the season
- » Notify all players of their requirements and expectations before the commencement of the season (duty rosters, team / Club events, fundraising etc)
- » Ensure that all players and parents know when and where they are playing each week
- » Represent the team at all Club meetings (as required)
- » Ensure that any information is distributed to all team members and ensure that team parents are fully informed of what is happening in the Club
- » Arrange for team jerseys to be distributed to players or that they are washed each week and ensure that they are available for the next game
- » Ensure the safekeeping of player registration cards and that they are on the official table for each match
- » Be responsible for correctly completing the sign on sheet at the official table for each game and ensure that each player signs the sheet as required by your District Junior League Rules
- » Remain at or near the official table for the duration of the game and ensure that all particulars in relation to the game are correctly entered on the scoresheet prior to signing by the referee
- » Be responsible for all Club gear given to the team and ensure its prompt return at the end of the season
- » Ensure that all players are correctly attired for each game
- » Encourage maximum participation by all players and see that no player is unfairly treated in relation to team selection
- » Check weekly scores and table to ensure they are correct
- » Have a sound understanding of the League / Region / State rules and regulations
- » Have a good working knowledge of the Club Constitution and the rules as they relate to the team
- » Ensure all players and officials are aware of the NRL National Code of Conduct and reinforce adherence to the Code at every opportunity



- » Ensure your team participates in the NSWRL #RESPECT Round and adheres to its guidelines
- » Ensure all team members respect and support the Club at all times
- » Ensure that all paperwork required by the Club / District is completed and submitted promptly

Notes

The Team Manager must be familiar with all aspects of the NRL National Code of Conduct and, in conjunction with the Ground Manager, is responsible for its application on game days. The Team Manager, supported by other team officials if necessary, may be called upon to advise the team of any breaches of the code by its supporters.