



**TEAM MANAGER  
HANDBOOK  
2017**

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## **WELCOME AND THANK YOU**

On behalf of the MSJRLFC Executive Committee, welcome to the 2017 Junior Rugby League Football season and thank you for taking on the important role of your Team's Manager.

As Team Manager you will be the link between the Club, your Team and Coach and the Parents and Players in your team. You will work closely with all to ensure that the various responsibilities of fielding the Team and contributing to Club life are satisfied by all.

In addition to overseeing any Team initiated undertakings throughout the Season, you will be required to at times to collate and supply information on your team to the Executive Committee and Coaching Coordinators so that we can keep abreast of the progress of the Team and its contribution to any Club initiatives.

## **COMMUNICATION**

Information will be passed on to Managers by way of email, text message (if urgent), via the club Facebook page and the Club website.

Please ensure you keep the Secretary informed of your current email address and phone number so that communication can be passed on effectively and efficiently.

A list of contact details for the 2017 Committee is attached to this handbook.

## **CANTEEN AND BBQ**

Canteen operates Tuesday and Thursday evenings (during training) and on game days. Every team will have volunteer duties throughout the season on both BBQ and canteen. The roster for each team is part of the Team Manager's responsibilities.

Each player is required to be at the field on game days an hour before kick-off so that they can train and prepare ahead of their game. During this hour, parents will be required to assist in either the canteen or on the BBQ. What this means is that no parent should have to be volunteering in the canteen or on the BBQ when their child is playing. It also means that each parent should only need to volunteer for an hour a few times per season.

It is the Team Manager's role to ensure that the Canteen Coordinator is provided with the team's nominated volunteers by the Thursday before the game. Anyone who is nominated and does not show up for their allocated time will be required to donate \$5.00 to the Club. These donations will need to be collected and given to the Canteen Coordinator by the following Thursday. If a nominated volunteer finds that they cannot make their allocated time but they are able to arrange a volunteer, a donation will not be required.

The Team Manager can work with the parents of their Team to roster the volunteer duties as they see fit, however it is recommended to share the tasks around so that it is not only one or two families who carry the burden for the team.

The Club will be pulling together the names of all volunteers who assist in the canteen and BBQ on game days and will draw names out of a hat for prizes throughout the season so it is important that the Team Manager ensures the Canteen Coordinator is aware of who has volunteered etc.



## **FUNDRAISING**

MSJRLFC has a Fundraising Committee who comprises a few dedicated volunteers from the club. The Fundraising Committee coordinates the club-based fundraising activities throughout the season and also in the off-season. The Committee is always looking for additional helpers so if you or a parent from your team are looking to take a greater hand in the club fundraising activities, please contact a member of the Fundraising Committee.

Our Club undertakes various fundraising activities throughout the season and off-season. Each team will be required to participate in these activities. One of these may be a major function, others will be smaller activities such as selling raffle tickets. The Club also frequently participates in BBQ's at Bunnings and other locations around Lake Macquarie. Again, when there is a BBQ or off-site fundraising activity, the Club will need the Team Managers to coordinate volunteers.

Teams are encouraged to source and undertake their own fundraising activities as well throughout the season. Should a team wish to do something specific, please notify a member of the Executive Committee who will put you into contact with a member of the Fundraising team who can give you support.

All funds raised by fundraising activities coordinated by the Club are shared and distributed around the Club based on recommendations from the Fundraising Committee and at the discretion of the Executive Committee. If you or your team have suggestions or ideas as to where the Club can spend fundraising monies, please let a member of the Executive Committee or Fundraising Committee know.

## **SPONSORSHIP**

The Club's Sponsorship Committee and Executive Committee are responsible for securing and managing club sponsorship. We encourage club members to support our sponsors throughout the season.

Teams are permitted to seek individual team sponsors however any sponsorship arrangements must be signed off by the Executive Committee before being engaged. Where sponsorship is to involve branding or logos on club or player gear, there are certain parameters which need to be adhered to.

If there are any third party sponsorship options which arise for your team during the season or in the off-season for a future season, it will be the Team Managers role to coordinate the appropriate information and present this to the Executive Committee for approval.

## **PLAYER REGISTRATION FEES**

All Registration Fees are required to be paid before the first trial game but at the latest before season commences. The only time where this varies is where you have permission from the President. It is the Managers role to ensure all players have paid their registration fees. In the event that registration fees are not paid in full and there has not been a dispensation granted from the President for a payment arrangement, the Players will not be allowed to take the field on game days.

Where Managers have collected registration fees from players, these are to be receipted and provided to the Treasurer, Registrar or President as soon as possible after being collected. Once



registration fees are paid in full, the player is to be marked as 'Financial' on the Leaguenet database.

If a parent approaches you with respect to having some financial difficulty, please inform the Secretary or President who will treat the matter confidentially and arrange assistance where possible. Any payment arrangement will be managed by the Secretary. The Club does not want to see players unable to take the field as a result of financial hardship.

## **RECORD KEEPING**

The Team Manager is required to keep all records of players up to date on Leaguenet. Instructions on how to update the records in the database are attached with this Handbook.

There are no more Game Day Sign on Books, these are all managed electronically via the Leaguenet database. The Team Manager is required to print off and verify the game day team sheets on the Friday before the game on Saturday.

On game day, the Team Manager is required to get the duty Ground Manager to sign the Team Sheets at least 15 minutes before kick off.

Team Managers are required to record all results from game day on the Team Sheets and to ensure the Referee and opposition team manager signs the Team Sheets at the end of each game.

Team Managers are required to update match day results within two hours of a game being finished. Any conflicts in results recorded between teams will be resolved by NJRLA on receipt of the signed Team Sheets.

Team Managers must inform the Secretary of any changes to player addresses or contact details as well as coordinate the completion and return of Medical Advice Forms from the players in their teams. Medical Advice Forms must be completed and returned to the FAO Coordinator before the trial games or as soon as possible in relation to any new player which joins the team throughout the season.

Medical or other issues identified on the Medical Advice Forms must be relayed to the Team FAO and Coach where appropriate (eg: asthma management, allergies, anxiety issues etc).

Managers need to keep records of all volunteers who complete their nominated duties in canteen, BBQ or club fundraising activities.

Coaches should be keeping a training and game day diary in which they record relevant details of which players turned up for training and games, details of drills performed and/or the game played and any incidents that occurred. These are legal documents and should be retained by the coach for 7 years in the event of any injury etc to a Player.

Team Managers should keep records of any injuries or incidents involving a Player during training or game days. The Club has a Disciplinary Committee which oversees incidents (other than on-field / referee noted incidents) and Team Managers need to be aware of the Disciplinary Policy and also be able to provide guidance to parents and players.



## **GROUND MANAGER**

Each Team is required to provide Ground Manager for each game day. As per volunteers in the canteen, the Ground Manager is to be there an hour before the game. The Ground Manager will oversee the Ground Operations for the hour before your teams game and then hand over the incoming volunteer Ground Manager.

The Team Manager is responsible for coordinating the teams Ground Manager for their allocated hour and advising the Canteen Coordinator of the volunteer by the Thursday before game. If the allocated Ground Manager volunteer cannot turn up for their nominated time, they must find a substitute. If no substitute is arranged, then the volunteer who did not show up will be required to donate \$5.00 to the club and the Team Manager will be required to collect this donation by the following Thursday.

As per the Canteen and BBQ duties, the role of Ground Manager should not be one which is carried only by a few parents. The Team Manager will need to coordinate a fair and equitable roster amongst all team parents for the season.

Please notify the Secretary or President if you are having any difficulties in either coordinating a roster or parents not fulfilling their allocated volunteer roles.

## **RESPONSIBILITIES OF TEAM MANAGER**

### **BEFORE SEASON STARTS:**

- Collect Jersey bag, drink bottles, bottle carrier and any other allocated team equipment from the Gear Shed Steward.
- Ensure your team has at least one Leaguesafe, Ground Manager (and if your team is 13's – 17's, a dedicated FAO) and make sure that all volunteers are registered online with Leaguesafe and have provided their contact details to the Secretary.
- Ensure you have contact details for all players and parents/guardians.
- Ensure all Medical Advice Forms have been completed for all of your players and provided to the FAO Coordinator (and Team FAO if you have one).
- Organise the Volunteer Rosters for Canteen, BBQ and Ground Manager duties.
- Organise a Jersey Washing roster (if you choose).
- Ensure all players have paid their registration fees.

### **DURING THE SEASON:**

- Keep clear lines of communication open with the players, parents and coaches. A good idea to get in the habit of is sending out a weekly team email in which you might advise of the various rosters for the upcoming game day, provide updates on any team news (eg: birthdays occurring for your players etc) and confirm game times and locations.
- Keep team members updated on fundraising activities and club events.
- The Club will be seeking nominations from teams throughout the season for various awards to be handed out at the Presentation Day. You will need to liaise with your Coach and players throughout the season and be aware of the awards so that you and your team can nominate appropriate parties when called for.

## **GAME DAY (HOME OR AWAY)**

As a manager, on game day you will need to have the following organised:

- Bring water bottles, bottle carrier, first aid kit, water cooler, playing jerseys, and Managers folder.
- Ensure your Leaguesafe and FAO are aware of the game time and location and will be on-site.
- Ensure you have the correct and current Team Sheets printed for the game. Team sheets MUST contain the NRLID numbers of the players and player photos – if these are not on the Team Sheets the Club can be fined and/or the players disqualified.

## **END OF THE SEASON**

- Collect all jerseys and kit and make sure it is washed, ready to be handed back to the Gear Shed Steward.
- It is a good idea to collect a small donation from parents throughout the year for the Coach and other support staff. A parent within the team often assists with choosing and purchasing a gift for the Coach from the players.
- Submit nominations to the Executive Committee for various playing, citizenship and other awards according to criteria notified throughout the season.

## **HOME DAY GROUND SET UP**

If your team is the first team playing or the last team playing at home on a game day, you will need to assist the duty Ground Manager with setting up the fields for play and/or packing up the fields after the last game has been played. This is a relatively short time task and to assist, the Club has a Ground Maintenance Checklist which is provided with this Handbook.

Any issues identified during set up or pack down need to be notified to a member of the Executive and the duty Ground Manager. Safety Issues / Hazards / Near Misses must be recorded on the appropriate form, a copy of which is included with your Handbook.

## **HANDY LINKS**

Club Website: [www.macquariejuniors.com.au](http://www.macquariejuniors.com.au)

CRL [www.crlnsw.com.au](http://www.crlnsw.com.au)

NJRLA [www.njrla.com.au](http://www.njrla.com.au)

NRL [www.playnrl.com.au](http://www.playnrl.com.au)

Merchandise [www.paladinsports.com.au](http://www.paladinsports.com.au)