

VOLUNTEER ROLE DESCRIPTION – TEAM MANAGER

The role of the Team Manager is to represent the team on behalf of the 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.

The Team Manager must have sound organizational skills and must be able to communicate with a wide range of people.

Suggested Duties

1. Ensure that all players are correctly registered prior to first game.
2. Liaise closely with Registrar to ensure that appropriate information has been supplied by each player.
3. 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.
4. Remain at or near the 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 when the referee signs the score sheet.
5. Be responsible for all Club gear given to the team and ensure its prompt return at the finish of the season.
6. Arrange for team jerseys to be washed each week and ensure that they are available for the next game.
7. Ensure that all players are correctly attired for each game.
8. Ensure that all players and parents know when they are playing each week and the location of grounds.
9. Represent the team at coaches and managers and other Club meetings.
10. Ensure that team parents are fully informed of what is happening in the Club.
11. Encourage maximum participation by all players and see that no player is unfairly treated in relation to team selections.
12. Liaise with other committee members regularly.
13. Check weekly scores and tables to ensure they are correct.
14. Have a sound understanding of Junior League Rules and Regulations
15. Have a good working knowledge of your Club Constitution and Club Rules.
16. Be aware of the future directions of your Club.
17. Ensure all team members respect and support the Club and Junior League Rules and Regulations.
18. Educate, support and encourage all Club members to respect and support the Club and Newcastle Junior Rugby League Association Codes of Conduct. Insist on all members and parents respecting and abiding by your Club's and Newcastle Junior Rugby League Association discipline provisions.
19. Prepare your team's Volunteer Roster for Canteen and BBQ duty over the season and ensure all parents are aware of the Club policy relating to any rostered volunteers who do not attend for their rostered volunteer slot.
20. Collect any fees from Volunteers who do not attend for BBQ or Canteen duty weekly.