



POSITION DESCRIPTION – TEAM MANAGER

Manager is to represent the team on behalf of Club Committee and ensure all team members are kept up to date with Club requirements. 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 times.

SKILLS AND REQUIREMENTS:- Effective communication; A sound organiser; Sound knowledge Rugby League; Current 'Working with Children' Blue Card.

ORGANISATIONAL RELATIONSHIPS:- All Committee and Sub-Committee of the club; Members and Volunteers; Local and State Sporting Association; Members of Parliament both Local/ State/Federal.

KEY RESPONSIBILITIES

- Volunteers must ensure the club and teams comply with all legislation - Association Incorporation; Member protection, welfare and safety; and National/State/Local Sporting Associations.
- Volunteers must ensure the club is run according to its rules (constitution), purpose, policies and procedures.
- Volunteers must act in the best interest of the entire club and its members at all times, and not use their position for promotion of an individual.
- Managers must hold a current 'Working with Children' Blue Card.
- Managers must ensure that all players are correctly registered and financial prior to the first game.
- Managers will be issued with players lists to be checked that all team members are in the correct age group.
- Managers liaise closely with the club Registrar to ensure that appropriate information has been supplied by each player.
- Managers are responsible for correctly completing the game sheet each game (whether electronic or manual).
- Managers on International teams must promptly attend the official table on Game Day to confirm final scores and individual point scorers.
- Managers arrange for team jerseys to be washed each week and ensure that they are available for the next game.
- Manager ensures that all players are in the correct club uniform for each game.
- Manager ensures that all players and parents know when and where they are playing each week.
- Manager ensures that club information is distributed to all team members and ensure that team parents are fully informed of what is happening in the club.
- Managers are to keep a list of registered players and their parents/guardians contact information.
- Managers are responsible for the team funds, using the team bank account with the club during the season, maintaining a financial record and providing copy of financial records to the club when asked.
- Managers are required to attend meetings when requested.
- Coaches and Managers are responsible for ensuring they have support staff (ie Touch Judge/League Safe/FAO) and that all support staff have the appropriate accreditation for their position.
- Coaches and Managers are responsible for all club gear given to the team and ensure its prompt return at the finish of the season.
- Coaches and Managers have a 'duty of care' to the members of their team, and are responsible for their safety both at training and games.