



## **Position Description**

### **Team Manager**

Team Managers have an extremely important role ensuring the successful management of the team and welfare of the players in their care.

A Team Manager is responsible for the:

- administration and management of the team and
- Welfare of all team members at training and competition

### **Responsibilities shall include:**

- Liaising with all team members, parents, coaches and officials, to ensure the players are appropriately dressed and informed of training, competition and Club functions
- Work with the Coach (& Assistant Coach) to award and record votes toward end of year player awards. A Club-standard Excell spread sheet will be used
- Adjudicating any problems that may arise amongst team members, parents, the coach and supporters
- Acting as liaison officer between the Club and the team
- Ensuring the team sheets and any other rules/regulations of the competition are observed and carried out
- Ensuring all welfare and safety requirements for the team are met
- Players under 18 years must be supervised at all times. It is extremely important that all team managers are aware of relevant policies and legislation in relation to:
  - Child Protection and Member Protection
  - Policies of Casuarina Rugby
  - ARU and Club Codes of Conduct and expectations of behaviour.
- Ensuring all players remain together at the competition and support each other whilst they are representing the Club
- Receiving money from players for fees, uniforms, fundraising and any Club functions or team responsibilities and handing the money to the treasurer as soon as possible
- Distributing to players and coaches all required information and updates

### **Responsible to:**

The Team Manager is responsible to the President of the Club.

## **Knowledge, Skills, Experience and Requirements**

### Essential

- Strong interpersonal and oral communication skills including the ability to effectively liaise with players, coaches and administrators
- Strong organisational skills
- Sound knowledge of the rules/regulations of the competition

## **Estimated Time Commitment Required**

The estimated time commitment required as the Team Manager is 4-5 hours per week during the season and minimal hours at pre-season.

The Team Manager is appointed for a period of 12 months by the Club Committee.