



## TEAM MANAGER JOB DESCRIPTION

### Responsibilities:

The Team Manager represents the team on behalf of club management and ensures all team members are kept up to date with club requirements.

### Duties:

- Ensure that all players are correctly registered prior to the first game.
- Liaise closely with the club Registrar to ensure that appropriate information has been supplied by each player.
- 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.
- 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 finish of the season.
- Arrange for team jerseys to be washed each week and ensure that they are available for the next game.
- Ensure that all players are correctly attired for each game.
- Ensure that all players and parents know when and where they are playing each week.
- Represent the team at all club meetings.
- Ensure that club newsletters are distributed to all team members and ensure that team parents are fully informed of what is happening in the club.
- Encourage maximum participation by all players and see that no player is unfairly treated in relation to team selection.
- Check weekly scores and tables 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 rules.
- Ensure all team members respect and support the club at all times.

### Notes:

The Team Manager must be familiar with all aspects of the ARL 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's supporters of breaches of the Code.