



## Team Manager Agreement

The role of the Team Manager is to represent the team on behalf of Club management and ensure all team members are kept up to date with Club requirements. **A current Email account** which is regularly checked is essential. If the Manager does not have an Email account the Coach or another parent in the team must be nominated to send & receive Club Emails on behalf of the team. This must be approved by the Coaching Director.

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 Organisational skills and must be able to communicate with a wide range of people.**

### **Duties:**

1. Ensure that all players are correctly **registered** prior to first game.
  2. Liaise closely with Club Registrar to ensure that appropriate information has been supplied by each player.
  3. Ensure the safekeeping of player's **registration cards** and that they are on the official table for the duration of each match.
  4. 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.
  5. 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 **score sheet** prior to when the referee signs the score sheet.
  6. Be responsible for all **Club gear** given to the team and ensure it's prompt return at the finish of the season.
  7. Arrange for team **jerseys to be washed** each week and ensure that they are available for the next game.
  8. Ensure that all players are **correctly attired** for each game.
  9. Ensure that all players and parents **know when they are playing** each week and the location of grounds.
  10. Represent the team at coaches and managers and other **Club meetings**.
  11. Ensure team reports are **emailed** to the appropriate person in time for the club newsletter and the club newsletter distributed to all team members and ensure that team parents are fully informed of what is happening in the Club.
  12. Encourage **maximum participation by all players** and see that no player is unfairly treated in relation to team selections.
  13. Liaise with other committee members regularly.
  14. Check weekly scores and tables to ensure they are correct. This will involve Internet access to the CCDJRL website at the **www.sportingpulse.com.au**.
  15. Have a sound understanding of the State, District or **Junior League Rules and Regulations**.
  16. Have a good working knowledge of the **Club Constitution and Club Rules**.
  17. Be aware of the **future** directions of the Club.
  18. Ensure all team members **respect and support the Club** and the State, District or Junior League Rules and Regulations.
  19. Sign the necessary **Prohibited Employment Declaration** Forms prior to working with Children.
- Should you require any assistance throughout the season please don't hesitate to inform one of the Committee members who will be happy to direct your problem to the appropriate person to help you.
20. Ensure that parents are rostered fairly for Canteen, BBQ and Ground setup where applicable on Home game days and the roster submitted to the Volunteer Coordinator at the commencement of round 1. It is the responsibility of the Team Manager to ensure that each team provides these volunteers or a replacement. Rostered shift 1 hour. 2 parents.

**Tick**  I have read, understood and accept my role as Team Manager of the Under ...../.....

Full Name ..... Signature ..... Date .....

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