

STRUCTURE, ROLES AND RESPONSIBILITIES SECTION 1 (d)

Duties of a Manager

RESPONSIBILITIES AND DUTIES OF A HDJRLFC TEAM MANAGER

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.

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 fully registered prior to first game.
2. Ensure that all players have paid registration prior to first game.
3. Liaise closely with Club Registrar to ensure that appropriate information has been supplied by each player.
4. Ensure the safekeeping of player's registration cards and that they are on the official table for the duration of each match.
5. 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.
6. Remain at the officials 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.
7. Be responsible for issuing all Club gear to players.
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. Recruit a parent to represent the team at committee meetings when required.
12. Ensure the club newsletters are available to all team members and ensure that team parents are fully informed of what is happening in the Club.
13. Promote club social functions.
14. If an injury occurs, ensure that the necessary forms are completed within the required time.
15. Ensure there is sufficient staffing in the canteen and BBQ on the teams nominated day.
16. Check weekly scores and tables to ensure they are correct.
17. Compile weekly report for the club bulletin.
18. Record players points 3,2,1 and number of games played by each player.
19. Return players cards to the Club Secretary after the last game.
20. Ensure all players and parents are aware of the Club Presentation Day.
21. Have a sound understanding of the Parramatta District Junior League Rules and Regulations.
22. Have a good working knowledge of the Club Constitution and Club Rules.
23. Be aware of the future directions of the Club.
24. Ensure all team members and parents respect and support the Club and Parramatta District Junior League Rules and Regulations, Code of Conduct.

NOTE: Managers are required to complete and submit the necessary Child Protection Forms.