

## **ROLE OF TEAM MANAGERS**

The Manager is the Coaches assistant in all things related to team administration. He/she supports the Coach in achieving all the team goals and the club in promoting Club events.

The Manager is responsible for: –

- organising all team support structures
- ensuring that all Club fees and any other monies due to the Club are paid promptly
- ensuring players are present and ready on match days
- ensuring the availability of match-day balls
- ensuring jerseys, training balls, water bottles and any warm-up equipment necessary is present on game days
- organising rosters for water, linesman and duty boys. Jerseys and other equipment can be organised for away matches
- assisting the Registrar in matters relating to registration and insurance
- ensuring that players are aware of their responsibilities and entitlements including up-coming functions
- ensuring that the Captain operates in the appropriate manner including pre-game introduction to the rival captain and the referee and post-game congratulations to the captain, thanks to the referee and an invitation to the opposing team to stay for a drink at home games (seniors)
- submitting completed and signed game team sheets to the Club Registrar by the due day/time
- this includes conferring with the opposition Team Manager to ensure both Team Sheets are accurate and correlate
- collecting and collating Best & Fairest points and maintaining a record of them
- attending to any injured player and ensuring that injured players receive the best possible and most appropriate treatment and are organised appropriately after treatment e.g. transport assistance, ambulance and calls to be made
- assisting the coach in making contact with all injured players in the following week
- organising the jerseys for laundry – follow the club protocols – ensure all jumpers are collected. Essential to check each individual jersey has been collected and bagged
- assisting in the coordination of the players for volunteer duties for home games particularly BBQ's, field set-ups and pull-downs as rostered
- active participation in the weekly management meetings
- submitting newsletter material as required
- compiling the team report for the Annual Report in a timely manner.
- Ensuring that all players attend the end of season Annual Dinner (seniors)