



Team Manager

Objective

- To ensure all off field football matters are dealt with efficiently and in a timely manner for the team managers grade of competition.
- Provide administrative support to the coach and any football staff.
- Arrange the required support staff for games to take place.
- Support the coaching staff to make sure the required administrative and support arrangements are in place so that coaches and players can concentrate on the game.

Expected Hours of Work

- 2 Hours per week – this would be made up of 1 hour during the week, 30 minutes prior and 30 minutes after the game.

Responsibilities

- Manage in accordance with the ARL Code of Conduct for the conduct of the game for players 5-18 years of age.
- Promote the importance of club members adhering to the GBJRL Positive or It's Pointless Program.
- Apply the code of conduct for support staff and players that supports the objectives of the Club on and off the field.
- Ensure the coach and players are provided with sufficient equipment (within guidelines set down by the Executive) to ensure the efficient operation of the team
- Ensure all players are either currently registered with the League or has an approved clearance from previous Club. This is advised to you by the Office Administrative Assistant.
- Provide the Duty Officials with a list, in jumper number order, of all players and keep all players lists updated as every change is made.
- Liaise with the Office Administrative Assistant to ensure office records are kept up to date.
- Check jumpers are in good order at all times
- Ensure other support staff has been appointed and are in attendance as required

Game day responsibilities

The following list of duties is intended to be used as a guide to assist Team Managers in completion of their duties each Saturday. Duties may be varied to reflect an individuals time commitment or the role as negotiated with the team Coach.

Team sheets

- Complete, sign and give to duty officials in accordance with league rules.
- Ensure all players named on team sheet including runner and trainers and water boys are registered.
- Full names are required, first and surname.



Point Scorers

- Ensure tally is kept during match and coincides with that recorded on game sheet at conclusion of the game.

Touch Judges

- Touch Judges are to be arranged as required
- All club Touch Judges are to be correctly attired according to league regulations.

Scores reporting

- At the conclusion of all away games scores are to be reported to the club office mobile. Liaise with the managers manager to gain this number.

Statistician

- Statistician to be provided for the senior team (if required by the coach).

Referees and Duty Officials

- Check with referees and duty officials within 10 minutes of finish of game that there were no reports ("all Clear").
- If reports collect report and return to Secretary and advise any player involved that he will be required to attend the tribunal.
- Collect clubs copy of game sheets at away matches and return to the club office by no later than the following Tuesday afternoon.

Relationships

- Reports to the Coordinator of Volunteers
- Supports the coaches and match committee and other football staff as appropriate

Accountability

- The Team manager is accountable to Football Operations and Development Manager and the Coach of that team which he manages
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