

Team Manager

(Guidance for clubs to adapt for their own use)

Team Managers have an extremely important role ensuring the successful management of the team and welfare of the players in their care. A Team Manager is responsible for the administration and management of the team and the welfare of all team members at training and competition.

Responsibilities:

- Liaising with all team members, coaches and officials (and parents where applicable), to ensure players are appropriately dressed and made aware of all information regarding training, matches and club functions.
- To ensure the club's Players Charter or Code of Conduct is adhered to by all members of the team at all times.
- Ensure all equipment / kit is in place for all matches and training sessions.
- Adjudicating any problems that may arise among team members, the coach and supporters (and parents/employers where applicable)
- Acting as liaison officer between the club committee and the team
- Ensuring the team sheets and any other rules / regulations of the competition are observed and carried out
- Ensuring all welfare and safety requirements for the team are met.
- Ensuring all players remain together at the competition and support each other whilst they are representing the club
- Distributing all required information and updates to players and coaches

Responsible to:

The Team Manager is responsible to the Director of Rugby and President of the club.

Knowledge and skills required

- Strong interpersonal and oral communication skills including the ability to effectively liaise with players, coaches and administrators
- Strong organisational skills
- Sound knowledge of the selection procedures and rules / regulations of the competition

Estimated time commitment required

The estimated time commitment required as the Team Manager is _____ hours per week during the season and _____ hours per week in pre-season.