

TEAM MANAGER RESPONSIBILITIES

Purpose

The primary role of the Team Manager is to support the Coach and manage all the administrative and communication between the Club and the Team.

Prerequisite

- Must be over 18 years old and hold a Working with Children Check or equivalent.
- Be contactable via email and mobile to the coach, team players, parents.
- Able to commit time to training and Game day.

Responsibilities

- Be the liaison person between the club, the players and parents.
- Co-ordinate the administration and management of the team ie training/game times, attendance, fund raisers, other etc
- Roster parent/guardian scorer, player captain and half-time fruit/lollies each game.
- Manage the weekly voting system. If a parent cannot decide, the Coach can assist but final vote must come from a parent.
- If it is ANC home game ensure the Parent Scoring collects the Score sheet before the game from the "Officials" table inside the Bowling Club and returns same back to the "Officials" table at the end of the game.
- Ensure that the Captain and Parent scoring on the day sign's the scoresheet. Also record any injuries that occurred during the game.
- Ensure the drink bottles are placed in the Holder and taken out to the players at the end of each quarter to avoid players looking for their drinks and trying to listen to the coach as well.
- Notify the players when training or a match has been cancelled.
- Notify the coach if a player cannot attend training or game day.
- Co-ordinate parent support when required to fulfil club responsibilities ie pink vest duty, set up, pack up etc
- Liaise with the Equipment Co-Ordinator for any equipment or first aid that needs replacing or replenishing.
- Be aware of any player medical condition ie asthma, allergies etc
- Encourage friendly and positive support to all players and officials from the sidelines.
- Ensure players are in correct uniform at games and have removed jewellery, finger nails are cut to regulation length etc.
- Discourage parents, spectators, friends from giving the player instructions from the sidelines as this is the coaches role.
- Adhere to the Club policies, procedures and Codes of Conduct when working with children and young people in netball.
- Be familiar with the competition By-Laws as they pertain to the game regulations.

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Related Documents:

ANC Child Safety Policy
ANC Child Safety Procedures
ANC Child Safety Code of Conduct
ANC Player and Spectator Code of Conduct
ANC VIC Code of Conduct for Community Sport