



## Position Description

### **Team Manager**

Team Managers have an extremely important role ensuring the successful management of the team and welfare of the athletes in their care at training and competition games.

### ***Responsible to:***

The Team Manager is responsible to the Committee of the Club.

### ***Responsibilities and Duties***

The Team Manager should:

- Liaising with all team members, parents, coaches and officials to ensure the athletes are appropriately dressed and informed of training, competition and club functions
- Acting as liaison officer between the club and the team
- Ensuring all equipment is safe, the first aid kit is ready for use
- Ensuring the UAERFU team sheet is returned after each match
- Ensuring all welfare and safety requirements for the team are met.
- Following up requests from the Registrar or Chairman with regard to outstanding club fees and personal info required
- Updating the Registrar of changes to the team list, new player, players leaving the club
- When new players join ensure they are on the FB groups and have the contact details they need for fixtures etc
- Liaise with relevant coach to ensure kit is cleaned and returned for the next fixture