



# HALSWELL WIGRAM RUGBY

## THE TEAM MANAGER'S ROLE AND RESPONSIBILITIES

HWRFC strongly recommends that all junior teams have a manager to work alongside the coach in the organising and running of the team. Where possible the Club Captain will appoint a manager prior to announcement of teams but this is only possible if a parent from the team has volunteered as a team manager. If no manager is allocated to your team we suggest that you ask for a volunteer as soon as you make contact with the team. If you are successful in finding a manager please contact your relevant Club Captain with contact details of the volunteer.

The Team Manager is an administrative role. The manager's responsibilities include but are not restricted to the following:

- Support your teams coach and protect them from dealing with paperwork so they can focus their attention on coaching the children to the best of their ability
- Contact team members and introduce yourself and the coach. Gather contact details and, if team members permit, distribute contacts list
- Inform team members of proposed practice times, specific team rules/requirements, team expectations and any other pre-season information you or the coach feel needs to be sent out.
- Check on availability of qualified Referees (CBR) and First Aiders amongst the team parents
- Check if any of the players have any medical condition that you and the coach need to be aware of.
- Organise a roster of parent help for the season (ie. BBQ help, car-pooling etc)
- Collection of shirts and training equipment prior to commencement of the season (this could be done by the coach or the manager)
- Circulate any information by email to the players/parents.
- Check for match details (and changes) prior to Saturday mornings
- Fill out score cards for each game, get the cards signed by the opposition team and keep in your gear bag.
- Team results need to be sent in but should also be kept in case of a disputed result.
- Make sure that your teams result is recorded on line by Saturday afternoon
- Distribute and collect raffle tickets within your team
- Try and find a sponsor for your teams end of season trophies
- Organise your team for the annual prize giving
- Ensure the collection of shirts and training equipment at the end of the season (this could be done by the coach or the manager)