

## ROLE DESCRIPTION – TEAM MANAGER

### RESPONSIBILITIES:

**OF ROLE:** Represents the age group on behalf of section management and ensures all team members are kept up to date with club requirements and news

**TO:** Section Chair / Fixture Secretary / Head Coach

**FOR:** Relevant team(s)

### DUTIES:

- Ensure that all players are correctly registered prior to the first game
- Liaise closely with Registrations Secretary to ensure that appropriate information has been provided by each player
- Ensure the safe keeping of player registration cards
- Responsible for correctly completing team sheet and information before matches (where necessary)
- Responsible for all club kit given to the team
- Ensure that all players are correctly attired for each game
- Liaise regularly with Head Coach and Assistant Coaches
- Ensure all players and parents know when and where they are playing each week
- To inform and communicate to all parents/guardians, the club's and specific age group news, feedback, etc.
- Maintain a sound knowledge of all CB/RFU rules and regulations relevant to your age group
- Report accidents/incidents in the correct format
- Represent the age group at all club meetings or arrange for representation

### IDEAL/KEY SKILLS FOR ROLE:

- Good organisational skills
- Enthusiastic and a good motivator
- Approachable
- Good timekeeping skills

### TIME COMMITMENT:

5–10 hours per week

### CLUB NOTES:

- CRB check essential

**Towcestrians RFC  
Mini & Junior Section**

