



SHELFORD RUGBY CLUB

TEAM MANAGER

Overview:

As Team Manager, you will have an important role in helping to organise training and playing activities for the senior playing squad. It's up to you to keep the squad informed and up-to-date on upcoming activities and Club requirements. You'll be a figure of respect and will act as a role model within the Club.

What you'll get out of it:

This is a hands-on way of staying in the game and making a significant contribution to the Club. The influence you have on players makes this an extremely rewarding and stimulating role. The more you put in, the more you will get out.

Ideally, you'll need to be:

- Well-organised
- Enthusiastic and motivating
- A good listener who's easy to approach
- A good timekeeper

What you'll do:

- Ensure all players are registered to play by preparing and submitting the appropriate registration forms
- Complete and submit team sheets and other relevant documentation before and after matches
- Ensure that all playing and warm-up kit is clean and available for matches
- Ensure that players do not take away any playing kit
- Ensure that all playing and training kit (i.e., balls, bibs, cones, etc.) are clean and available when required
- Ensure that the team turns out properly dressed for matches and other activities
- Ensure that coaches, support staff, players and their families know about arrangements for upcoming matches
- Ensure that coaches, support staff and players know about arrangements for training sessions and other events
- Make arrangements for home matches, including liaising with mini/youth team providing ball boys and identifying a touch judge for 1st XV games
- Ensure that changing rooms and showers are left tidy after training and matches
- Ensure that players or others are allocated to undertake match day duties in the kitchen for 1st XV and Nomads home matches
- Ensure that the Treasurer receives accurate information about player, coach and support staff salaries and expenses each month
- Attend and support the work of the Playing Committee

Responsible to:

Head Coach