

Reading Rugby Football Club (RRFC)

TEAM MANAGER

RESPONSIBILITIES:

- **OF ROLE:**
Represents the team on behalf of club management and ensures all team members are kept up to date with club requirements
- **TO:**
Director of Rugby / Fixture Secretary / Coach
- **FOR:**
Relevant team(s)

DUTIES:

- Ensure that all players are correctly registered prior to the first game
- Liaise closely with Hon. Secretary to ensure that appropriate information has been provided by each player
- Ensure the safe keeping of player registration cards
- Maintain the register each week for training and/or matches
- Responsible for correctly completing team sheet and information before matches
- Responsible for all club kit given to the team and ensure its prompt return at the end of the season
- Ensure that all players are correctly attired for each game
- Ensure Team Water bottles are available and cleaned/filled each week for training or games
- Arrange for team jerseys to be washed each week and are available for the next match
- Ensure all players and parents know when and where they are playing each week
- Represent the team at all club meetings
- Record any injuries via Injury Report Form

IDEAL/KEY SKILLS FOR ROLE:

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

TIME COMMITMENT:

8 –10 hours per week

CLUB NOTES: