



YATELEY HOCKEY CLUB

Task description: Junior Team Manager

Team Managers are assigned to one or more teams.

Responsible to: YATELEY HOCKEY CLUB Junior Committee

Main duties

- To maintain the contact details and medical needs of all players in the team
- To liaise with the competition organisers to arrange fixtures and advise results
- To ensure pitches are booked for home fixtures
- To assist in the selection of teams.
- To liaise with opposition Team Managers to agree venue and times
- To ensure that suitable umpires are appointed for each match
- To advise players/parents of the meeting and collection location and times
- To advise players/parents of the playing venue and times
- To ensure sufficient and suitable transport to competitions
- To travel to competitions with the junior team(s).
- To take full responsibility for the Junior team(s) at competitions
- To ensure the availability of a phone at competitions
- To attend junior club meetings and report on progress.
- To offer the club feedback on the organisation and degree of success of junior coaching and competitions.
- To inform the Junior Coordinator and the Junior Team Coach in advance of any sessions that cannot be attended.