

Team Manager - Job description

Main Functions:

- 1) Support the coach through team administration (ringing around the team re practices, cancellations, etc).
- 2) Issuing and return of all club gear / equipment (team shirts, bag, balls, cones, etc).

Duties:

- 1) Forward the team's weekly results to the grade coordinator (before Sunday).
- 2) Distribute the newsletters, ensuring every player receives a copy.
- 3) Assist the coach with the 'Player of the day' presentations.
- 4) Coordinate the collection of monies for team photos.

Manager tips:

- 1) List the names of the players on any newsletters / notices, to ensure that each player receives their notice.
 - 2) Use your team list when collecting in the team shirts at the end of the season, to ensure you know who has not yet handed in their shirt.
 - 5) Make extra copies of your team list for the players who have lost theirs.
 - 6) An answer phone and access to e-mail are valuable tools for a manager.
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Grade Coordinator - Job description

Main Functions:

- 1) Support the team managers / coaches as a communication channel.
- 2) Collate team results and forward to the Results coordinator.

Duties:

- 1) Forward the Grade's weekly results to the Results coordinator (before Sunday).
- 2) Communicate reminders to team managers

Grade Coordinator tips:

- 1) All results should be received and forwarded in alphabetical order and all Island Bay team results listed first.

eg : a win of 3-2 = IBU Sharks 3-2 win / A loss of 2-0 = IBU Sharks 0-2 loss