



# Team Manager Job Description

- Ensure that Safeguarding issues are reported to the Club Welfare Officer
- Work with Ashton Bears committee to ensure that Club Policies and Ethos are always upheld
- Represent the team at club meetings and committee meetings
- Ensure that all players are correctly registered to NWC/ RFL and Ashton Bears Prior to training and playing.
- Responsible for correctly completing team sheet and information before matches and updating League Republic and Ashton Bears website
- Ensure that subs are paid and report to CWO and Treasurer any issues
- Ensure for all club kit given to the team and ensure its prompt return at the end of the season
- Liaise with opposition team and arrange weekly fixtures ensuring that match day standards are followed in line with club and league requirements
- Inform the team of travel and meeting arrangements for home and away matches and training
- Work with the coaches to recruit players and players to represent the club
- Adhere to and encourage players to conduct themselves in a professional manner and represent the club with pride at all times, adhering to club code of conduct
- Ensure that volunteers/ parents and players do not bring the Ashton Bears into disrepute
- Liaise with coaches regarding logistics and arrangements for competitions and festivals
- Taking responsibility for personal conflicts of interest and declaring, recording and managing these appropriately with Junior Rugby League discipline provisions.