



GUIDE TO BEING A TEAM MANAGER

WELCOME TO THE TEAM!

1. Liaise with parents on behalf of the club i.e. relay messages, upcoming events (e.g. photo day, or fundraising), unpaid registration fees, volunteers required at home games etc.
2. Communicate directly with families regarding game, times, venues, and changes to games/training.
3. Record training attendance via MySideline Manager and collect team list from the club office once a week.
4. Ensure team lists are entered online by 12pm Thursday night – Liaise with coach.
5. Liaise with club registrar for any unregistered/in complete transfer players, if their names do not appear on MySideline Manager App.
6. Game day - make any changes as required to team list by half time.
7. (Under 13 - A Grade) Sit at officials' desk and assist with scoring of games along with host club official recording try scorer and goal scorer.
8. If our teams are playing away, please take a photo of the game sheet and text through to registrar by Sunday night for our records. (Registrar can then go onto MySideline to record results) This is to be done for all teams.
9. Wash Jerseys - during COVID our Managers/coach are the only ones able to complete this task. post COVID organise a roster with parents to assist with this task.


These are the basic tasks all our team managers undertake - but is not limited to only these tasks.

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