

2020/21

TEAM MANAGER ROLE & RESPONSIBILITIES



ECCLES RFC

1897

INTRODUCTION

The club appreciates and values all its volunteers.

It recognises that many of those who generously, enthusiastically support its activities do so out of altruism.

This is not a rule book and its aim is not to burden you instructions.

Its goal is to provide guidelines and principles for the role and responsibilities of an Eccles RFC team manager so we can work collectively towards achieving a consistent high standard across the club, for all our players.

OUR PRINCIPLES



Eccles RFC believes in rugby for all and the cultivation of homegrown talent. Inclusivity and community are at the heart of what we stand for.

We believe that everything grows and flourishes with work, patience and encouragement. We celebrate commitment, effort and ingenuity.

We believe in developing resilient, confident, creative, decision-making, self-organising players who can identify and solve their problems under pressure on the pitch.

Our coaches and team managers work together to provide a safe environment where players are encouraged to think for themselves, take responsibility and achieve goals.

TEAM MANAGER ROLE

- A good manager is a well-organised, approachable, enthusiastic, optimist!
- They support the coach by ensuring the smooth running of the team, assisting in all things related to team administration, communication, player registration, participation, planning and welfare.
- They co-ordinate and communicate all match and training session information ensuring the team takes to the field on time, with the right kit.
- They take pride in representing the team to opponents, club management, parents and new recruits.

MANAGER RESPONSIBILITIES

BEFORE AND THROUGHOUT THE SEASON a good team manager :

- Undertakes DBS clearance to ensure they can receive player personal information.
- Motivates and assists players/parents to complete registration & membership.
- Gathers accurate date of birth and contact details for all players/parents and ensures the necessary parental consent is provided (RFU GMS).
- Communicates club news, shares details of fixtures/training and promotes social events with players/parents.
- Makes themselves aware of any competition rules and regulations and supports the coach in operating within them.
- Welcomes new players and takes time to introduce them to the club's facilities so they feel included, at home, part of the Eccles family.
- Takes active participation in club management meetings to represent their team and highlight any issues.
- Takes active participation in team recruitment.

MANAGER RESPONSIBILITIES

BEFORE THE GAME a good team manager :

- Advises the coaches of player availability.
- Confirms the fixture with the fixture secretary or opposition Manager (Thursday latest).
- Prepares fixture match card paperwork in advance (U13s upwards)
- Ensures Player ID cards are available for inspection by opposition.
- Organises Match Officials and Touch Judges.
- Submits a team list for match programme and social media (Friday latest).
- Ensures the coach/players/parents are aware of game location, meet time and kick off time (Friday latest).
- Ensures the team kit and equipment is available and ready for use.
- Organises match photography.
- Welcomes the opposition and the referee on arrival at home games and directs them to changing rooms.

MANAGER RESPONSIBILITIES

DURING THE GAME a good team manager:

- Keeps an accurate record of the score and scorer's names.
- Supports the coach by remaining watchful for injuries, concussion and welfare of players.
- Assists the First Aider with any injured players, arrangement of ambulance etc.
- Sets a good example to players and spectators, remaining respectful towards the match officials and opposition.
- Speaks with spectators /parents and makes introductions to ensure they feel included and informed.

MANAGER RESPONSIBILITIES

AFTER THE GAME a good team manager:

- Completes match card documents, confirms score and details of cards with the referee.
- Reports the final score to the competition authorities and to club social media ASAP.
- Reports any disciplinary issues or serious injury to the club ASAP.
- Ensures Match Official's expenses are met for home games (colts)
- Collects kit and organises/nominates washing ready for next game.
- Checks on the welfare of injured players and advise coaches and Safeguarding Officer.
- Monitors player progress with head injury / concussion cases to ensure they follow the correct protocols before they return to train or playing.
- Provides a match report and photos or a brief monthly summary of progress to club comms (or nominate a parent to do so).

MANAGER RESPONSIBILITIES

AT THE END OF THE SEASON a good team manager:

- Submits an end of season team report to the club
- Submits a squad list of players to the club secretary or assist. secretary so medals and trophies for the end of season presentation can be arranged.
- Organises team participation in club social events, tours, tournaments.



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