CLUB LOGO / NAME



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| --- | --- |
| **ROLE TITLE:** | Team Manager |
| **RESPONSIBLE TO:** | The Club General Committee |
| **SKILLS REQUIRED:** | * **Well organised** * **Good communication skills** * **Honest** * **Prepared to make a regular time commitment** |

**MAIN DUTIES:**

1. Arrange fixtures
2. Link with selection committee and ensure the correct information is distributed to team.
3. Gather confirmation on player availability.
4. Contact umpires of appropriate teams and confirm fixtures
5. Link closely with The Club Management Committee to maintain a list of fully paid playing members for each team
6. Attend district match secretary meetings as applicable.
7. Arrange transport where appropriate
8. Ensure all match day kit ready for warm ups and games

**TIME COMMITMENT:** ………………………………………………………………………………………

**SIGNATURES: Team Manager** ……………………………………………………..

**Date** …………………………………………………………………...

**President** ……………………………………………..…………

**Date** …………………………………………………………………...