

TEAM MANAGER

RESPONSIBILITIES



Pre-Camp

- Liaise with relevant QRL staff to coordinate:
 - Player travel requirements pre-and post-camp
 - Accommodation requirements (rooming list and team room)
 - Collection of player contact details, clothing sizes and dietary requirements
- Organise production of relevant materials coaching staff want to display in-camp or distribute to players pre-camp
- Ensure information is distributed at regular intervals to all staff, players and QRL personnel
- Collect and provide to relevant parties, the food/hydration and menu requirements (in consultation with QRL dietitian and performance staff)
- Familiarise with NRL COVID Apollo protocols and ensure all team movements comply
- Communicate camp expectations, guidelines with team staff
- Plan camp schedule with head coach, performance staff and QRL staff (ensuring all camp requirements are met)
- Engage any specialist staff/coaches prior to camp commencement
- Ensure player welfare requirements play a significant role through-out the camp

During Camp

- Manage team operations from day one of camp until all players have departed post-game
- Ensure team operations comply with NRL Apollo COVID protocols and required COVID plans are registered prior to travel
- Coordinate and collect team equipment and gear from storage location
- Coordinate team movements (logistics) including (but not limited to):
 - Arrange airport/hotel transfers (team assembly and post-game)
 - Team bus and gear van access loading
 - Travel requirements during camp (training (including equipment transport and recovery, meals out etc.)
 - Match-day requirements (TV and media requirements, dressing shed set up, accreditation, bus and gear van parking, game day equipment)

- Maintain communication between coach, QRL staff, NRL event and football operations staff, players and other key contact as required
- Coordinate gear fitting – for all on and off-field clothing
- Organise numbering and names for on-field jerseys
- Ensure team photo is completed prior to jerseys departing for numbering
- Ensure the players understand and uphold the Maroons culture and values described in The Queensland Way
- Provide players with relevant information re:
 - Training times
 - Meal times
 - Transport requirements
 - Match-day timings
 - Ticketing (family and friends)
 - Rooming list
- Handle petty cash for team incidentals
- Become the key contact for the hotel and ensure the hotel is notified of any schedule changes in a timely manner
- Ensure team room is set up before players arrive
- Ensure all off-field football matters are dealt with in a timely and efficient manner

Post-Camp

- Ensure all equipment and gear is returned to storage location
- Reconcile petty cash expenses by providing receipts for expenses
- Review entire program and provide feedback on camp operations in a timely manner