



JOB DESCRIPTION: TEAM MANAGER

PURPOSE OF ROLE:

- To represent the team on behalf of the Division and ensure all team members (including staff) are up to date with competition requirements.

PRINCIPAL DUTIES:

- Ensure that all players are correctly registered prior to the set deadline.
- Liaise with the Representative Co-ordinator to ensure that all appropriate information/paperwork has been provided to each player.
- Ensure the QRL Match Report is completed appropriately at each scheduled fixture.
- Work with the Representative Co-ordinator/QRL in co-ordinating all travel and accommodation arrangements appropriate to the program.
- Remain near the bench/officials table during scheduled matches to address any issues that may arise.
- Be responsible for all apparel (including playing equipment) provided to each player.
- Represent the team at relevant meetings.
- Ensure all team members respect the Division and the game at all times (Report any breaches of the Code of Conduct as required).
- Ensure all player and staff are appropriately attired at all functions/games
- Arrange for on field apparel to be washed after each fixture and ensure it is available for the next game.

LINE MANAGEMENT PROCESS:

- Work in conjunction with the Head Coach and coaching staff to ensure that all players are supported and developed in achieving player targets.
- Ensure that there are robust and effective methods of positive communication between all players and staff (including the Representative Co-ordinator).

EXPERIENCE AND KNOWLEDGE FOR ROLE:

- Must be familiar with all aspects of the relevant QRL Competitions Manual.
- Must be familiar with all relevant QRL / Divisional rules
- Must be familiar with the NRL Code of conduct

STANDARDS OF BEHAVIOUR AND RESPONSIBILITIES:

- Good organisational and time management skills.
- Ability to work in a team and multi-skill environment.
- Self-motivated and an ability to motivate others.
- Professional appearance suitable for the relevant environment.

REVIEW AND PERFORMANCE IN ROLE:

- You will receive feedback and assistance from the Representative Co-ordinator before, during and after the competition season.