



**Date: 19/02/07**

**Statement No: 22**

**Doc No: DS22**

**Version: 2**

**AUDIENCE**

All financial members and the general public.

This statement contains important information about the responsibilities of position holders.

## Team Manager

<b>22.1 Subject</b>	Club statement on the responsibilities and duties of the Team Manager.
<b>22.2 Purpose</b>	To inform members and interested parties of the duties, functions and responsibilities of position holders of the club.
<b>22.3 Principle</b>	At the Brindabella Blues Football Club we aim to improve control and management of the operations of our position holders, coaches and managers and for the continual improvement and benefit of players and members.
<b>22.4 Duties</b>	<p>The Manager's responsibilities include:</p> <ul style="list-style-type: none"> <li>a) liaising with the Coach and Assistant Coach (if appointed) in regard to all matters relating to the squad.</li> <li>b) liaising with all players and parents of the team members and with the relevant Age Coordinator.</li> <li>c) observing the managerial policies as approved by the Management Committee and acting on club advice given in matters affecting team preparation.</li> <li>d) keeping a copy of team and player's details at all times. Such documentation may include: <ul style="list-style-type: none"> <li>a. registration cards</li> <li>b. player attendance</li> <li>c. player assessments</li> <li>d. player match awards</li> <li>e. Form I – Issue of chocolate boxes</li> <li>f. reimbursement vouchers for referee fees</li> </ul> </li> <li>e) assisting in control of the team with respect to standard of dress and behaviour off the field of play.</li> <li>f) being responsible for the collection of all monies regarding fundraising and team organisation of player photographs.</li> <li>g) being responsible for the distribution and return of fundraising items to individual players when applicable.</li> <li>h) completing the appropriate paperwork for matches as required under the competition rules.</li> <li>i) handling complaints regarding any aspect of the team's competition. Any complaints outside the Manager's control should be referred to the respective Age Coordinator.</li> <li>j) reading the Team Officials Code of Ethics and submitting a signed Team Officials Agreement (Form R) before commencing duty with the club.</li> </ul>
<b>22.5 Reference Codes</b>	<p>1 = Doc No: TM3 – Junior Player Grading  2 = Doc No: OP9 – Fund Raising Activities Rule 9.5  3 = Doc No: TM4 – Team Officials Code of Ethics</p>