



2019 Managers Role and Responsibilities

General

- As a manager, you are responsible to assist your coach with organising your players, trainers and support people.
- Follow up any outstanding payments of registration fees. If registration is not paid, players cannot Play
- You are responsible to ensure team hand books (White Book) are completed on a weekly basis and kept up to date. They are vitally important when annual awards and service awards are decided.
- It is the manager's responsibility to organise the group purchase of club merchandise through our nominated merchandise manager.

Managing Parents and Volunteers

- For each home game, it is the manager's responsibility to organise and coordinate a parents or volunteers to perform the duties of
 - Serving in the canteen
 - Cooking/serving on the BBQ
 - Field set up and pack up (when playing first or last)
 - and Ground Manager

The recommended way of doing this is to put together a duties roster for the parents of your players.

We have a sperate handout that you can give your parents, so they know what is required of them to complete these duties.

- If you require a duties roster template, please ask a member of the football committee
- Please discourage parents and volunteers from abusing referees
- Ask parents to read the National Code of Conduct at www.playNRL.com.au
- We recommend that you use an application such as WhatsApp to communicate with team parents <https://www.whatsapp.com/>

Game Days

- You are to communicate with the Club Registrar to ensure all players are registered prior to taking the field.
- Permissions slips must be signed by parents if players from lower age groups are to play in the side, before the game starts. This is the coaches and managers responsibility. You can be held personally responsible if an injury occurs.
- You are responsible for the players cards for your team. They need to be available for the opposing team's managers to view.
- You are also required to check the opposing team's player cards.
- On game day, you are to ensure that all players, coaches and officials have signed the score sheet
- You are responsible to sit at the scorer's desk on game day to keep score and monitor the game time. If you are unavailable to do this you must organise a replacement to do these duties.



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- Any injuries to players, require an injury report to be completed. Injury reports must be completed immediately and accurately. They are to be given to the Club Secretary, Ground Manager or Clubhouse Manager.

Match Reports

- Team match reports **must** be submitted promptly. Reports must be submitted by on the Tuesday following each weekend round. Please ensure that the spelling of all players' names is checked prior to lodgement.
- Submit reports to crocreports@gmail.com

Meetings

- Attendance at monthly general committee meetings is compulsory. If you are unable to attend, ensure a representative from your team is present.
- It is the manager's responsibility to pass on all information that they receive to parents and players. The Club will avoid mass emails to parents and players. The onus is on yourself as a manager to ensure players and parents are aware of all communications. This is especially important for club organised functions and game details etc.

Accreditation

- You must complete a Working with Children Check, and provide your accreditation number to the club
- To be a manager you must be a registered **volunteer** with the NRL. Go to <https://playnrl.com/assist> to register.

REMEMBER: “Nothing Great is Achieved Without Enthusiasm”