Team Manager Role

Each team is required to have a Team Manager. The Team Manager role is generally undertaken by a parent or guardian. The Team Manager works with the Team Coach assisting with the logistics and administration of the team. The key requirements of the Team Manager role are:

- **Maintaining a contact list of players and their parents/guardians:** The Junior Committee will provide an initial list of contact details of the players and their parents/guardians as per the registration forms received by the Club. The Team Manager shall check that all parents/guardians are comfortable sharing their contact information with each other and shall confirm what they are able to do in terms of contributing to match day organisation. This includes the important activities of Square Leg Umpire, Match Day Scorer, providing Tea or assisting with Transport to away matches. The Team Manager may set up a contact group in a suitable online system to facilitate communication to players and their parents/guardians.
- **Being aware of any allergies or conditions of players that are relevant to their participation:** Jointly with the Junior Coordinator and Team Coach, the Team Manager shall be aware of any allergies which can then be accommodated when parents organise food for match day. If there are any particular conditions which may impact on a player it is helpful for the Team Manager to be able to support the Coach if required. There may be circumstances where special needs or medical conditions are beyond the capability of the Team Manager and/or Coach. Where this is the case the responsibility rests with the parent/guardian and the Junior Coordinator to agree and develop a plan of action in the event of an emergency. The Coach and Team Manager may have a role to play in the plan, details of which will be provided to them by the Junior Coordinator.
- **Developing a roster of activities for parents/guardians to assist with logistics associated with match day:** The Team Manager creates a roster at the start of the season for all parents/guardians to assist with game day logistics. Activities that shall be rostered as a minimum include (but not limited to): Square Leg Umpire, Match Day Scorer, Provision of morning/afternoon tea, Transport to away games and Padding-Up assistance (Rookies and maybe younger U12s only). This roster is developed at the start of the season and confirmed with parents/guardians to accommodate any known holidays. Parents/guardians are asked to liaise with each other if last minute changes to the roster are needed.
- **Taking responsibility for communicating with players and their parents/guardians regarding the location of games and any specific game day requirements:** The Team Manager shall send out regular communications confirming who is nominated for which activities as outlined in the roster and the location of the game. If there are specific game day requirements such as tips on the best place to park, what to bring to the venue (e.g. table and chairs), whether there are post-game activities and the like, these are also included. In addition, the Team Coach may request additional information be included.
- **Promoting the Washington Park Code of Conduct:** The Team Manager shall be familiar with the Washington Park Code of Conduct and promote its use. The Code of Conduct covers the values of the club, the club's expectations for players, parents, supporters and coaches. The Team Manager shall also know where to find details of the specific formats and rules for the level of Junior Cricket they are associated with so they can provide support to parents in their roles when scoring, being the square leg umpire and other such activities. This information is available through the Junior Coordinator.
- **Promoting participation in social events:** The Team Manager acts as conduit of club information to their Team. The Junior Committee provides information regarding social events however, the Team Manager may sometimes organise Team specific tables at events

or follows up with parents/guardians as to their attendance. At the end of the season the Team Manager coordinates the collection of donations in order to buy the Team Coach a gift as a gesture of appreciation for the time and effort they put into the team.

- **Working with the Team Coach to help with parent participation at team training:** Team training is more fun when parents or guardians are involved. Particularly with the younger teams it is helpful if the Team Manager organises parents and guardians to assist with activities such as fielding and practice in the nets. This allows the Junior Head Coach and Team Coach to spend more time on the skill development of each child.
- **Child Safety and Registration:** All Team Managers must hold a valid Working with Children card. All Team Managers are required to register as a Washington Park Team Manager through PlayHQ and record your Working with Children accreditation. There is no fee associated with the registration however the registration confirms your role as Team Manager for Washington Park and ensures you are covered for this role under the Club's public liability insurance.