Role Outline: Team Manager

**NAME OF CLUB:** Club Name

**ROLE:** Team Manager

**RESPONSIBLE TO:** Normally the Club Committee

**NAME OF VOLUNTEER:** Name

**START DATE:** XX/XX/XX **END DATE:** XX/XX/XX

Typical Responsibilities

* Ensure all members of team are informed of training arrangements
* Inform the team of travel and meeting arrangements for home and away matches
* Work with the coaches to recruit players and athletes to represent the club
* Encourage players to conduct themselves in a professional manner and represent the club with pride at all times
* Ensure that players/athletes do not bring the sport into disrepute
* Liaise with coaches regarding logistics and kit arrangements for competitions
* Deal with team/athlete entry into competitions
* Attend committee meetings as appropriate
* Taking responsibility for personal conflicts of interest and declaring, recording and managing these appropriately

*These are example responsibilities – please adapt this template to suit your club’s needs.*