



Officer Tennis Club

Role Description – **Team Manager**

The role of Team Manager at Officer Tennis Club has an extremely important role ensuring the successful management of the team and welfare of the players in their care. The Team Manager's responsibilities and duties is outlined below.

Responsibilities and Duties

- Welfare and safety of all team members during team training and competitions
- Supporting the club fundraising activities and assisting with team fundraising as required (e.g., communicating information, issuing flyers)
- Attending and assisting with the organisation of Club events/functions as required
- Liaising with all team members, coaches, and parents/guardians to ensure needs of players are met and team members are appropriately dressed and informed of schedules, especially for competition
- Acting as liaison officer between the '*Duty Convenor*' (see overleaf), the Junior/Senior Coordinator and the team
- Mediating any problems that may arise amongst players, officials and supporters and feeding any unresolved complaints to Junior Coordinator
- Ensuring players under the age of 18 years of age are always supervised
- Liaising with the Junior/Senior Coordinator regarding player's inappropriate behaviour, misconduct, injuries, or illness including contacting Junior/Senior Coordinator if having difficulty finding a fill-in for the team
- Fill out team details in scorebooks on competition day, and sending competition results to the Junior/Senior Coordinator at the end of the competition (via SMS)
- Delegate on court umpire duties for Sections 16-19
- Delegate duties when team is rostered on as '*Duty Team*'. Duties associated with '*Duty Team*' is outlined overleaf. Duty Team roster available on Clubhouse noticeboard.

Desirable Skills and Requirements

- Hold or willing to apply for a current volunteer's 'Working with Children' check (WWWC). Please send a copy of WWCC to club Team Manager Coordinator.
- Good interpersonal and oral communication skills including the ability to effectively liaise with players, parents/guardians, Junior/Senior Coordinator, coaches, officials, and Committee members
- Knowledge of the rules/regulations, by-laws (e.g., BDTA or WDTA) of the competition.

End of Year Handover

At the end of each summer and winter competition, the Team Manager will provide feedback on what worked well, what did not work well and any suggestions for improvement to the Junior/Senior Coordinator. This information will be communicated to the Committee of Management for further action each year.

The Team Manager Coordinator of the Club is responsible for ensuring any incoming Team Manager/s are informed and supported in their role and to provide Team Manager/s with information prior to the commencement of each summer/winter season (e.g., Team Contact List, Duty, and Court Allocations Rosters).

Role of 'Duty Team'

Team canteen duty and general cleaning of Clubhouse is expected when your team is rostered on duty at home (Officer Tennis courts). A roster will be given to each Team Manager prior to the commencement of the summer/winter competition.

Duties of 'Duty Team' include:

- Operating the Canteen as per the Officer Tennis Club '*Duty Team Duties*' (on club Noticeboard)
- Once competition has finished ensuring kitchen is cleaned, floors swept/mopped, tables and benches wiped down, bin/s emptied, and toilets are cleaned (including emptying bins in toilet area and replacing toilet paper if needed)
- Cleaning supplies can be found under the kitchen sink. The following items can be found in the storage shed: mop and bucket, vacuum cleaner, and toilet paper rolls (in black tub). Broom is located behind bar next to fridge.
- At completion of matches return balls to plastic tub and place tub back behind the bar.
- Lock Canteen Fridge (after Canteen closed and money counted)
- Lock courts (ensure keypad on padlocks are faced up, close toilet doors, ensure all lights are turned off, turn power off for hot water zip tap and on departure lock Clubhouse door (key not required) and Clubhouse gate)
- Send a message or email to the Canteen Manager if anything needs restocking or replacing.

Role of 'Duty Convenor' include:

- Open Clubhouse, open courts, and toilets
- Turn on hot water zip tap
- Unlock Canteen Fridge
- Set up balls and scorebooks (found in plastic tub behind bar) and allocate courts and write on whiteboard for all 'Sections' scheduled to play (as per fixture and duty roster found on Club noticeboard).

Note:

The Team Manager of the Duty Team can lock court gates and lock up Clubhouse if club convenor on duty is not available to stay for the duration of the competition.