



REPRESENTATIVE TEAM MANAGER

ROLE & GUIDELINES

INTRODUCTION

Firstly, we would like to thank you for volunteering your time and efforts to manage a Representative Football Team for Nelson Bays. Without you, Representative Football for our talented youngsters would cease to take place and it is a credit to you that we run such a successful programme.

Following is essential information for managing a NBF Rep team. Read carefully and please contact the NBF office with your queries and questions.

We hope you enjoy your time managing the team and your respective tournaments.

Clive Beaumont – General Manager of Nelson Bays Football

George Campbell – Football Development Officer

ROLE & RESPONSIBILITIES OF THE TEAM MANAGER

1. The team manager, along with the coach, is responsible for the welfare of the players.
2. As a representative of Nelson Bays Football, the team manager is required to conduct themselves in a professional manner.
3. The team manager should ensure that players and supporters are aware of and support the boundaries, rules and behaviours set in place by Coach.
4. The team manager will work with, support and assist the coach where and when possible.
5. The team manager will be responsible for the administration of the team as well as the distribution and return of the complete rep squad strip.

KEY TASKS OF THE TEAM MANAGER

6. Communicate with and supply information to NBF when requested.
 - a. Liaise with NBF office on matters or concerns relating to rep football.
 - b. Complete a tournament report.
7. Organise documentation and financial matters relating to the squad.
 - a. Submit a squad list, with player details to NBF. This will include player's names, date of birth, email address and mobile number.
 - b. Complete a clothing and accessories order and submit to NBF.
 - c. Collect payment of rep fees and clothing orders and pay to NBF.
 - d. Complete parent consent forms, to be retained by the team manager.
8. Organise travel and food for teams travelling outside of Nelson for tournament.
 - a. Utilize parents to assist in supplying assistance with food, travel etc.
 - b. Some accommodation booked by NBF will include food being provided.
9. NBF will provide the team manager with travel and accommodation costs while at tournament, an NBF jacket for use at tournament, and support, advice and assistance in matters relating to rep football generally.

MANAGERS DUTIES

Listed in order of completion

1. Complete squad details to NBF
2. Complete and retain rep permission slips
3. Complete rep fee and accessory form with monies
4. Organise transport to tournament
5. Collect rep team strip
6. Oversee accommodation and food at tournament
7. Return rep strip
8. Complete tournament report to NBF