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| **ROLE TITLE:**  | Team Manager/Match Secretary |
| **RESPONSIBLE TO:**  | The Club General Committee  |
| **SKILLS REQUIRED:**  | * Good Organisational skills
* Good Communication skills
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**MAIN DUTIES:**

1. Unsure team coach and captain are aware of all fixtures
2. Liaise with opposition re colours, time and venue of fixture
3. Ensure First Aid Kit is pitch side at all games and practices
4. Coordinate and organise match teas.
5. Link with Umpire Coordinator to ensure that allocated umpires are aware of date, time and venue.
6. Ensure Match Report Form has been complete.

**TIME COMMITMENT: approx 4 hours per week**

**SIGNATURES: Team Manager** ……………………………………………………..

**Date** …………………………………………………………………...

**President** ……………………………………………..…………

**Date** …………………………………………………………………...