



## Team Manager/Admin responsibilities

### 1. Register for each training session and match

A register must be taken at each training session and match and emailed to [membership@harlowrugby.club](mailto:membership@harlowrugby.club) as soon after the session as possible.

### 2. GDPR

You must ensure that you adhere to the GDPR guidelines outlined in the volunteer pack

### 3. Confirm match with opposition 2 weeks before match date

Juniors – You must contact your opposition 2 weeks before the planned match to confirm the game, location, time and numbers. Each Sunday/Monday, Paul Tucker will email around a list of games, you must 'reply all' to the email to confirm your teams' game, away or home and the KO time

Mini's – the minis fixture Secretary will contact the opposition to confirm the match details.

### 4. Confirm home game match numbers with kitchen for food after match

Juniors - After each home game, your team and the opposition are invited to the clubhouse to have lunch together, you must ensure you inform the kitchen of the home and away numbers to ensure enough food is prepared for everyone. You must also collect food vouchers to hand out to all players after the match in order for them to collect their food.

Mini's – the mini's fixture Secretary will collect team numbers for each mini age group and inform the kitchen

### 5. New Player registration – contact form, RFU form, DD payment set up

All new players should be given a contact form (contact details, school details, medical details) to complete and return to you, a RFU form to complete and return to [membership@harlowrugby.club](mailto:membership@harlowrugby.club) and the Direct Debit link emailed to them for them to complete for the payment of their membership. A player can only train twice before a direct debit must be set up for payment, players are not allowed to participate in any matches before all of number 5 is completed.

All contact, consent and medical details of each player should be kept on a securely stored spreadsheet and regularly checked and updated via communication with the parents.

The steps are shown here: <http://harlowrugby.club/membership/player-membership-forms/>

### 6. Ensure the Volunteer Process is followed for any new team volunteers

All volunteers must be directed to Paul Tucker [rugby@harlowrugby.club](mailto:rugby@harlowrugby.club), potential volunteers will be given a volunteer pack with everything that they need to know, forms to complete, contacts etc. No one is allowed to volunteer until all forms have been completed and returned and the relevant checks carried out.

### 7. Event promotion

Emails are sent to team admins and coaches with regards to club events, we ask that you communicate this information to your players and parents. The mini chair will also send a newsletter to the mini sections coaches and admins that detail the events etc. Our wish is that everyone comes to our club for their drinks, food and entertainment – not other local venues.

### 8. Organise/assist in organising end of season activity/presentation/party

9. Organise/assist in organising Christmas activity/party
10. Lead with getting the team and coaches involved in club activities, such as NatWest clean up weekend, charity of the year etc.
11. Manage the groups Facebook page, WhatsApp group (if applicable) and the fixture applications (if applicable)