# Role Description

## Team Manager – Oakbank Bowling Club

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| **Job Purpose** | Act as the authorized person representing the team at Pennant matches |
| **Job Responsibilities** | Primary responsibilities of the Team Manager role include:  **Prior to match commencement:**   * Ensuring all selected players are present, and notify the opposition Team Manager if our Team is short * Printing the names of all players on both the Scorecards & Team Sheet * Oversee the draw for rinks * Tossing a coin for which side has the matt at commencement of play with the opposition Team Manager * Distribute scorecards to nominated 2nds in each rink   **After match conclusion:**   * Collecting all scorecards at the end of play, and ensure they are signed by both sides * Completing the Team Sheet correctly with all sections filled out in full (for home games) * Ensuring that scores are correct and points are allotted accordingly * Countersign the Team sheet when satisfied it correctly reflects the score cards * Forward a copy of the signed Team Sheet to the club Secretary or other nominated person as soon a possible after it has been completed, preferably by SMS or email   **General:**   * Acts on the Team’s behalf whenever any decision has to be made under any Laws and rules * Is responsible for determining the application of the inclement weather rules |
| **People Management** | Able to manage small teams |
| **Budget Management** | None |
| **Note**: The Team Manager should be the first point of contact for any inquiries regarding the team players | |
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| **JOB HOLDER CAPABILITIES** | |
| Qualifications and Experience | It is expected that the Team Manager is a competent bowler with experience in organising teams and associated minor administrative duties |
| Knowledge and Skills | * Should know the HBA Pennant rules * Should be familiar with Laws of the Sport of Bowls |