



Manager's role

Essentially the main duties are:

- To collect match fee monies and keep records of same and pass onto Treasurer at regular intervals;
- To keep team members/parents informed of club activities and games (venues; times etc) relevant to the team
- To organise a laundering/orange roster for the season;
- To keep records of volunteering within the particular team for bond refund at the end of the season;
- To liaise with match day coordinator/canteen coordinator to recruit volunteers for various match day duties;
- To coordinate and keep records for fundraising events (eg Cadbury Fundraiser) for their particular team and liaise with fundraising coordinator or designated person;
- To pay referee
- To complete match records for each game and regularly send in relevant copies to the committee for forwarding to Football Brisbane (NB Competitive team managers need to ensure copy is sent directly to Football Brisbane - not sure if referees are supposed to do this or the club - managers can email or ring in results for competitive games for immediate point allocation on tables.
- To assist coach/team leader in his/her role
- To report any issues to the Team Liaison Officer