

## TEAM MANAGER(S)

### ROLE DESCRIPTION

To liaise with opposition secretaries regarding confirmation of home matches, as well as organising own team.

### SKILLS/QUALITIES REQUIRED

- Good organisational skills
- Good communication skills
- Computer literate

### MAIN DUTIES

- To confirm matches with the opposition secretary
- Find out availability of players
- Give team details of all matches – venue/time/arrangements
- Get copy of scoresheet to send to league secretary / club secretary
- Enter statistics on Northern Counties Volleyball website

### COMMITMENT

To carry out all responsibilities for the season and ensure all matches are completed.