



## Position Description

**Position Title:** Junior Team Manager

**Group:** Junior Teams, Junior Coaches

**Employment Status:** Voluntary

**Reports to:** Junior Team Coach, Junior Head Coach, Junior Coordinator

**Location:** Whitehorse Reserve

### Role Description:

Each junior team at East Box Hill requires a team manager whose role it is to assist the coach on game day managing the kids, preparing the ground and primarily managing communication to the team during the week around match day rosters. The team manager will prepare a match day roster for each week, sending this to the team and coach – as well as allocating roles for the setup of a ground.

The team manager's job will also include ensuring that the scorebook is complete and accurate for submission to MyCricket.

### Key Roles:

- Prepare the match day roster for each week
  - o Scoring
  - o Water tub for innings drinks
  - o Change of innings snacks
  - o Ground Setup
  - o Umpiring
- Communicate to the team each week regarding game information, match day roles and events
- Assist in coordinating the set-up of the ground when playing at home
- Assist in coordinating the Team App chat room for the season
- Keep track of player availability over the year
- Ensure correct upload of MyCricket results via MyCricket Live-Score app after each game