



*Templates*

## **TASK DESCRIPTION: JUNIOR TEAM MANAGER**

*NAME OF CLUB*

**Name of Junior Team Manager:** .....

**Responsible to:** *NAME OF CLUB* Management Committee

### **MAIN DUTIES**

1. To work with the junior club coach(es).
2. To ensure that entries for competitions are completed and returned.
3. To take responsibility for competition entrants.
4. To ensure that junior membership fees/session fees are paid.
5. To coordinate transport details for away venue competitions.
6. To organise details for tours.
7. To welcome new members and induct them into the club.