



TERMS OF REFERENCE.

AGE GROUP MANAGER.

Managers must have a current CRB check.

To act as 1st point of contact in all issues relating to the running and management of an age group within the Acorns.

To pass on all information requested from section vice chairperson.

DUTIES INVOLVED.

- To make sure all relevant paperwork is completed by parents of players on or before registration day.
- Take responsibility for collecting registration fees and subscription fees from your squad.
- To ensure that only registered players participate in training and matches.
- To ensure that suitable coaches and referees are appointed within the age group, to make sure all volunteers have current CRB and minimum training required, and to encourage participation in coach and referee development courses.
- To prompt the recruitment of new players.
- To represent the age group at managers meetings.
- To ensure high standards of behavior, sportsmanship and dress amongst players.
- To encourage parental support for age group, section and club activities.
- To act as first point of contact for all child welfare matters within their age group and report them without delay to your section vice chairperson.
- To act as 1st point of contact for all complaints questions and compliments.
- To pass on any complaints, questions or compliments to the section vice chairperson.
- To report all accidents and incidents to section vice chairperson even if complaint is dealt with within the age group.
- To complete the accident and incident book that is kept in the shop, in clubhouse.
- To be the point of contact between squad and management/coaches. To text all players with details and information. (this is not to be done by coaches).

To liaise with,

- Section vice chairperson.
- Child welfare officer.
- Coach co-coordinator.
- Acorns chairman.
- Age group coaches.
- Age group volunteers.
- Referees.
- Opposition coaches and managers.

- Parents.