

**TEAM MANAGER/SECRETARY ROLE DESCRIPTION**

**NAME OF CLUB:**  Club name

**ROLE:**  Team Secretary

**RESPONSIBLE TO:**  Club Committee



**DESCRIPTION**
To manage the **(insert team name)** for **(insert name)** Volleyball Club during competition & training

**SKILLS/QUALITIES REQUIRED:**

* Must be honest and reliable
* Good organisational skills
* Approachable

**MAIN DUTIES**

* Working with the Assistant Coach to inform the team of travel and meeting arrangements for home and away matches
* Support the registration of team players on VolleyZone or any other relevant systems used for the competitions taking part in

**COMMITMENT**

* Approx. xx hours per week/month (include whether this is supporting local, regional or National competition)

***Amend any responsibilities which are not relevant to your club***