



RCTC Team Manager Duties

The team manager is responsible for:

- Being the contact person between the Junior Convener (RCTC) and the team
- Developing a roster for players for each round of the season
- Developing a roster for the family on duty for each week of the season
- Informing the rostered players of any washouts or forfeits
- Setting the playing order in finals matches

The team manager should:

- Contact all players, through the email addresses and/or phone numbers supplied, to determine if there are any weeks when they cannot play
- Construct the playing roster, using the template provided
- Allocate a family to be on duty each week, ensuring the child from that family is playing that week
- Distribute the roster and edit if required
- Remind team members to pay their ball money at the start of the season
- After getting a message from the Junior Convener, let players rostered on know when there is a washout or forfeit
- Use the player rankings provided by the Junior Convener to help set the order in any finals match