



## AGM 2024 - ROLE INFORMATION SHEET

### TEAM MANAGERS (1 x Men's 1<sup>st</sup> Team, 1 x Men's 2<sup>nd</sup> Team, 1 x Venus Team)

<b>WHAT YOU'LL DO</b>	You will represent your team to the CMC, including the Senior Playing Chair, the Fixture Secretary and Coach as well as be the point of contact to keep the team in the loop on club business while facilitating access to training and matches.
<b>KEY ASPECTS OF THE ROLE</b>	<ul style="list-style-type: none"> <li>Ensure that there is collaboration with the Section Chair on availability to get the best possible squads out on match days.</li> <li>Comply with and manage the team detail in GMS, including appropriate player registration and submitting match cards.</li> <li>Liaise with Membership Manager to make sure all players are registered before the first match; fill in team sheets and other relevant forms before matches.</li> <li>Organise the dissemination of all match information to the team and relevant parties.</li> <li>Engage with new players at training and make them feel welcome.</li> <li>Check that all pre-match arrangements have been made, including Clubhouse, pitch and changing room access, transport and match day meals are confirmed, players are registered correctly etc.</li> <li>Assigning duties to players at training and matches.</li> <li>Ensure the team kit is properly maintained and that the team has appropriate kit for matches, especially with mouth guards and safety studs.</li> </ul>
<b>IS THIS ROLE FOR YOU</b>	If you are a good listener who is easy to approach, a good timekeeper who is well organised, enthusiastic, and motivating, you could hold a key role at Millwall that exemplifies the positive effect that rugby can have on people's lives.

#### Current Men's 1<sup>st</sup> Team Manager Role Holders: **Chris Prowse & Dave Hayward**

(firstteammanager@millwallrugby.com)

<b>Intends To Stand Again</b>	No	<b>Time per week required</b>	4 hours, plus attending Wednesday training / Saturday match days.
<b>Main achievements for S2023/24</b>	<ul style="list-style-type: none"> <li>- Getting a squad out every week.</li> <li>- Closing the score deficit from the first game we had against Basildon to the last</li> <li>- Getting consistent numbers to training</li> </ul>		
<b>Main challenges for S2024/25</b>	<ul style="list-style-type: none"> <li>- Ensuring we start with strong numbers for pre-season.</li> <li>- Looking to occasionally use external training facilities.</li> <li>- Working with the Men's Coach to ensure we keep momentum throughout the season.</li> <li>- Help get more player to take driving course so we can split up the game day driving duties</li> </ul>		

**Current Men's 2<sup>nd</sup> Team Manager Role Holder: Mike Taylor****(secondteammanager@millwallrugby.com)**

<b>Intends To Stand Again</b>	Maybe	<b>Time per week required</b>	2 hours, plus attending Wednesday training / Saturday match days.
<b>Main achievements for S2023/24</b>	<ul style="list-style-type: none"> <li>- Seven consecutive wins.</li> <li>- Finished third in the Essex Merit Table – Division Two.</li> <li>- Great team atmosphere.</li> </ul>		
<b>Main challenges for S2024/25</b>	<ul style="list-style-type: none"> <li>- Management.</li> <li>- Low attendance at weekly training.</li> <li>- Aging team.</li> </ul>		

**Current Venus Team Manager Role Holders: Helena Shaw & Martha Savage****(venusmanagers@millwallrugby.com)**

<b>Intends To Stand Again</b>	No	<b>Time per week required</b>	2 hours, plus attending Monday + Wednesday training / Sunday match days.
<b>Main achievements for S2023/24</b>	<ul style="list-style-type: none"> <li>- Seeing some players really step up and take ownership / be helpful has warmed my heart.</li> <li>- Have set up a really cool spreadsheet to make organising match players, and kit</li> </ul>		
<b>Main challenges for S2024/25</b>	<ul style="list-style-type: none"> <li>- Getting more players down for training.</li> <li>- Getting players to take more responsibility for the kit e.g. someone to take responsibility of the med bag.</li> <li>- Player retention and attracting new players will be key for Venus. and this will make all roles easier to do so managers will need to help here.</li> </ul>		