



POSITION DESCRIPTION – TEAM MANAGER

OBJECTIVES:

- To ensure the successful management of the team and welfare of the players in their care, whilst making sure that all off field matters are dealt with efficiently and timely.
- To provide support to the Coach and any support staff, and to keep the Junior Coordinator or General Committee updated on all matters or concerns arising.

REQUIREMENTS:

- Must be 18 years of age or older.
- Must have the ability to liaise efficiently with the Coach and the Junior Coordinator or General Committee.

RESPONSIBILITIES:

- Liaise with all team members, parents, Coaches and officials to ensure all are informed of training, competition and club functions.
- Attend to administration matters as directed by the Junior Coordinator.
- Liaise with the players, Coaches and the General Committee, acting as a liaison officer between the Club and the team.
- Document any problems that arise between team members, parents, Coaches and supporters and present these findings to the Junior Coordinator.
- Coordinate return of equipment to appropriate storage area after training and matches.
- Coordinate submission of team sheets and match reports to Football West after both home and away matches.
- Ensure all players pay their membership fees and other required payments on time.
- Determine weekly awards with appropriate coaches and support staff.
- Wear the “Ground Marshal” bib at all home matches and make themselves known to match day officials on the day their team plays.

RELATIONSHIPS:

- Reports to the Junior Coordinator.
- Supports the Coach, Committee and other support staff.
- Liaise with players, parents and club supporters.

ACCOUNTABILITY:

The Team Manager will report to the President, Secretary, General Committee and the Junior Coordinator of the Club, as well as the Coach of the team they manage.

ESSENTIAL SKILLS:

- Good organisation skills.
- Great communicator.
- Able to prioritise tasks.
- Passionate about the Club and team.
- Understanding of the rules and regulations of the competition.
- Understanding of the rules and regulations of Football West and how it affects the team.
- Awareness of Football West's Ground Marshal policy and the duties and responsibilities that this entails.

The estimated time commitment required as the Team Manager is up to 5 hours per week.