

TEAM MANAGER

INSERT
YOUR
CLUB LOGO

REPORTS TO Committee

SUPPORTS Coaches, match committee and appropriate football staff

PURPOSE OF THE ROLE

Ensuring there is successful management of the team and welfare of the players in their care whilst ensuring all off-field football matters are dealt with efficiently and effectively.

QUALIFICATIONS & DESIRABLE CHARACTERISTICS

- Hold current or willing to obtain a volunteer "Working with Children Check"
- Strong oral and written communication skills
- Strong organisational skills
- Knowledge or willing to learn of the selection procedures and rules/regulations of the competition
- Hold current or willing to obtain First Aid Certificate
- Previous experience in managing a team

DUTIES AND RESPONSIBILITIES

Prior, during and post season duties for the Team Manager may include but are not limited to:

- Administration and management of the team.
- Game day responsibilities (e.g. team sheets, goal kickers, club best & fairest, trainers' equipment, footballs, transport of gear, umpires etc).
- Ensure the coach and players are provided with enough equipment to ensure efficient operation of the team.
- Ensure all players are registered with the League or an approved clearance from previous club.
- Collection of completed player profiles, signed obligated forms including codes of behaviour, parent/guardian agreement and any relevant medical forms.
- At the end of each year review and update position description to ensure it continues to reflect the requirements of the role.

TIME COMMITMENT 4 - 7 hours per week or as requested