



Team Manager

Job Description

Team Managers have an extremely important role ensuring the successful management of the team and welfare of the players in their care. Regardless of the team you are managing the responsibilities and duties are similar.

Responsible to:

The Vice President of Senior Football or the Vice President of Junior Football, depending on the team you are managing.

Responsibilities and Duties

- Liaising with all team members, parents, coaches and officials to ensure the athletes are appropriately dressed and informed of training, competition and club functions
- Adjudicating any problems that may arise amongst team members, parents, the coach and supporters
- Acting as liaison officer between the club and the team
- Ensuring all equipment is safe, the first aid kit is ready for use and the players have adequate water.
- Ensuring all players remain together at the competition and support each other whilst they are representing the club
- Picking up from and returning to Club Registrar the weekly team packs
- Ensuring the score card and any other rules/regulations of the competition are carried out (see Club Registrar)
- Paying umpires at each game (money is included in team packs)
- Drawing up a parent's roster for timekeeping, scoring, fruit, canteen and transport to away games (if required)
- Receiving money from players for Club photos, fundraising and any other club activities. Issuing a receipt to the player or parent and handing the money to the treasurer as soon as possible.
- Distributing to players and coaches the club newsletter and any Association information.
- Ensuring all welfare and safety requirements for the team are met.
- Players under 18 years must be supervised at all times. It is extremely important that all team managers are aware of relevant policies including:

[Child Protection Policy](#) [Harassment Free Policy](#) [Codes of Conduct](#).

These are all available on the Club Website: www.safetybayfc.com

Knowledge, Skills, Experience and Requirements

Essential

- Ability to communicate effectively with players, coaches and administrators.
- Ability to keep accurate well maintained records.
- Sound knowledge of the Club selection procedures and the Association competition rules.
- If necessary, a current Working With Children card. *It is a legal requirement to have a WWC card if you do not have a child playing in the Club*

Desirable

- Previous experience in the management of a sports team.
- Current First Aid certificate. For further information regarding sport first aid training refer to Coach Co-ordinator and Sports Medicine Australia – Western Australia website www.smawa.asn.au

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