

Ballarat North United Soccer Club



POSITION DESCRIPTION - TEAM MANAGER

OBJECTIVE:

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. Provide support to the Coach, Coaching Coordinator and Committee.

RESPONSIBILITIES:

Liaise with all team members, parents, coaches and club officials to ensure all are informed of training, competition details and club functions.

- Attend to administration matters as directed by the Secretary.
- Liaise with the players, coaches and the General Committee, acting as a liaison officer between the club and the team.
- Resolve any issues that arise between team members, parents, coaches and supporters. If unable to resolve the issue, then document it and present to the Committee for timely resolution.
- Co-ordinate return of equipment to appropriate storage area after training and matches.
- Coordinate submission of team sheets and match reports after both home and away matches.
- Ensure all players pay their membership fees and other required payments on time.
- Determine weekly awards in conjunction with coach, and document for end of season presentation.
- Must have current Working with Children certification.

RELATIONSHIPS:

- Reports to the President and Secretary.
- Supports the Coach and Committee.
- Liaise with players, parents and club supporters.

ACCOUNTABILITY:

The Team Manager will report to the President, Secretary and General Committee 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.

SPECIFIC TASKS:

Establish and maintain an appropriate weekly roster for players / parents so the following tasks are shared equally throughout the season:

- Bringing oranges / lollies to the game
- Carrying out Assistant Referee (AR) - linesman responsibilities
- Performing Ground Official duties on home game days
- Setting up / pulling down equipment (goal nets, benches, stretcher etc) for home games.

Manage the BNUSC assets assigned to their team by the following:

- Document issuing of team shirts at the start of the season, and ensure the same shirts are returned in good, clean condition at the end of the season.
- Ensure the first-aid kit assigned to the team is maintained in good condition, bringing it to every game.
- Look after their team's match balls, training balls, bibs, cones etc.

Ensure a team folder containing player emergency contact information and other special individual team member requirements (allergies etc), prepared by the Registration Officer is taken to each game, maintained up-to-date and kept confidential.

The estimated time commitment required as the Team Manager is approximately four (4) hours per week during the playing season.

It is a requirement of all adults involved at Ballarat North United Soccer Club who are to have any contact with children (under the age of 18) to sign the Club Code of Conduct – Child Safety Provisions.