



TEAM MANAGER

Reports to: Secretary

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 & 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