



## Role 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 and any support staff.

### **RESPONSIBILITIES:**

- Liaise with all coaches, parents/caregivers, and officials to ensure all are informed of training, competition and club functions.
- Attend to administration matters as directed by the juniors coordinator (including management of rosters throughout the season).
- Liaise with the players, coaches and the 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 forward these to the Juniors Coordinator.
- *Clusters*: coordinate submission of team sheets and match reports to juniors coordinator after home matches.
- *MiniRoos*: Manage submission of team sheets and match reports through Squadi
- *Juniors*: Manage submission of team sheets, scoring (home games) and match reports through Squadi
- Determine weekly awards with appropriate coaches and support staff.
- Provide feedback on improvement ideas for team management.

### **RELATIONSHIPS:**

- Reports to the Juniors Coordinator.
- Supports the coach, committee and other support staff.
- Liaise with players, parents and club supporters.

### **ACCOUNTABILITY:**

The Team Manager will report to the Juniors Coordinator under delegation of the President, 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.

The estimated time commitment required as the Team Manager is up to 3 hours per week.