



## Northbridge FC Position Description – Team Manager

### JOB TITLE:

Team Manager - the estimated time commitment required as the Team Manager is up to 5 hours per week between the months of March and August.

### 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 team members, parents, coaches and officials to ensure all are informed of training, competition and club functions.
- Attend to administration matters as directed by the Age Co-ordinator/Secretary.
- Liaise with the players, coaches and act as a liaison officer between the club and the team.
- Document any problems that arise between team members, parents, coaches and supporters and present these to the Secretary or General Committee.
- Coordinate return of equipment to appropriate storage area after training and matches.
- Coordinate submission of team sheets and match cards as required by NSFA protocol.
- Ensure all players register via MyFootballClub.
- Ensure team is advised of any special duties, e.g. ground preparation and pack up, BBQ Duty

### RELATIONSHIPS:

- Liaises with the Age Coordinator, Secretary or President.
- Supports the coach, committee and other support staff.
- Liaise with players, parents and club supporters.

### ACCOUNTABILITY:

The Team Manager may report to the Age Coordinator, Secretary or General Committee of the club, as well as the coach of the team they manage.

### ESSENTIAL SKILLS:

- Good organisation skills.
- Passionate about the Club and team.
- Great communicator.
- Able to prioritise tasks.
- Understanding of the rules and regulations of the competition.