



# Mount Colah Football Club

## Position Description – Team Manager

### JOB TITLE:

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 team members, parents, coaches and officials to ensure all are informed of training, competition matches and club functions.
- Attend to administration matters as directed by the secretary.
- Liaise with age convenor
- Document any problems that arise between team members, parents, coaches and supporters and present these to the Age Convenor or Secretary.
- Co-ordinate team rosters (e.g. washing shirts, grounds dressing).
- Appoint a suitable referee if KDFRA has not provided one for matches.
- Ensure match cards (competition) or result cards (MiniRoos) are correctly completed and returned to club recorder by specified time.
- Record/enter match results in the Team Admin system on time.
- Become familiar with and ensure team adheres to NSFA Rules and Regulations.
- Ensure players, parents and spectators follow FFA Codes of Conduct.
- Ensure general safety of team members during training/matches.
- Collection, care and return of shirts and other club equipment in good condition (e.g. training balls, bibs, domes).
- Manage complaints in a professional manner.
- Assist the coach as required.

### RELATIONSHIPS:

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

### ACCOUNTABILITY:

The Team Manager will report to the Age Convenor, 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.

The estimated time commitment required as the Team Manager is up to 5 hours per week.