



Team Manager

The Team Manager is responsible for looking after the team ensuring that all administrative and operational planning and activities are completed, and the team is always informed.

Responsible to: Club Committee

DESIRED SKILLS

- Understanding of competition match rules or willing to become familiar with them
- Able to make decisions
- Able to work under pressure
- Good communicator
- Ability to deal with a wide range of players, officials and supporters.

KEY ROLES & RESPONSIBILITIES

- Adhere to the mission, vision, and values of the Club
- Maintain team contact list including any medical conditions
- Establish a communication method with the coach, team members and/or parents E.g. Email, SMS, Facebook, WhatsApp, to ensure the team members receive communications in a timely manner.
- Create and ensure roster for volunteering activities e.g. scoring, umpiring, snacks etc
- Administer team setup on PlayHQ.
- Assist with ground setup at home games and ensure games run on time
- Ensure insurance checklists are completed for home games.
- Encourage games to be electronically scored when possible.
- Ensure results and statistics are entered in PlayHQ after each game.
- Attend training sessions when possible.
- Distribute to players and coaches any relevant information.
- Complete Team sheets
- Ensure all match officials are available
- Liaise with umpires
- Coordinate transport (if required)
- Sign off on match reports