

TEAM MANAGER

Job Description

Description

The Team Manager supports the coach with all the administrative duties required for the team

Special Skills Required

- Understanding of game day administration requirements
- Effective communicator
- Organised
- Able to work under pressure
- Able to make decisions
- Ability to deal with a wide range of people

Objective

- To provide timely and effective administration for the team

Responsibilities

- Complete team sheets
- Communicate with players and parents regarding team logistics
- Distribute & collect club best & fairest vote slips & envelopes
- Liaise with umpires if required

Estimated Time Commitment Required

- Game days (football season) – 1-2 hours per week
- Preparation for game days – up to 1 hour per week
- Receive Fox Sportingpulse training – 15 mins (informally) - 2 hours (formally)