



Williamstown Soccer Club Position Description – Team Manager Juniors

JOB TITLE:

Team Manager - Juniors

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, team roster and club functions.
- Attend to administration matters as directed by the secretary.
- Liaise with the players, coaches and the Junior Coordinator, acting 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 reports to secretary after both home and away matches (Under 12's and up only)
- Enter the score on Sportingpulse website at the conclusion of home games.
- Assist the club in ensuring all players pay their membership fees and other required payments on time.
- Determine weekly awards with appropriate coaches and support staff.

RELATIONSHIPS:

- Reports to the Junior Coordinator.
- Supports the coach, committee and other support staff such as the Registrar and Club Secretary.
- Liaise with players, parents and club supporters.

ACCOUNTABILITY:

The Team Manager will report to the Junior Coordinator, 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.