



Position Description

Title- Team Manager
Status- Part Time
Reports To- Talent Manager

Western Jets Football Club is seeking a Team Manager for the 2017 TAC Cup Season

The Western Jets Football Club participates in the AFL Victoria U/18 TAC Cup Competition. The TAC Cup Competition is 25 years old and annually produces 50% of the AFL National Draft. Currently in the AFL there are a number of past Western Jets players, these include; Callan Ward, Bachar Houli, Lachlan Hunter, James Sicily and Adam Kennedy. The Western Jets have also produced some recently retired champions in Brad Johnson, Matthew Lloyd and Dustin Fletcher.

The Western Jets Football Club will commence pre-season training in November 2016 and throughout the course of the pre-season will train three times per week (Monday, Wednesday & Friday) up until mid-February where training will revert to two nights per week (Tuesday, Thursday) and will remain the same until the end of the TAC Cup season (September).

Key Relationships

Reports To

- Talent Manager

Other Relationships

- TAC Cup Coach
- Football Operations Manager
- Coaching Group
- Medical Staff
- Match Day and Training Staff
- Players
- Opposition Team Manager
- Umpires



Key Responsibilities and Duties

1. Training Nights

Throughout the course of the entire pre-season and regular season the Team Manager will be required to fulfil the following responsibilities and duties:

- Open up the change rooms and weight room.
- Ensure that footballs are pumped up and ready for use.
- Fill up two crates of water bottles.
- Take attendance of players at training.
- Issue any paperwork or documentation to players.
- Distribute player USB's from the weekend's match.
- Switch on ground lights when the light is not satisfactory.
- Set up projector and room for Coaches Review each Tuesday following a match.
- Attend Match Committee Meeting on Tuesday night where a game follows.
- Enter Best & Fairest Voting into excel spreadsheet.
- Produce opposition name tags for the upcoming match.

2. Game Day

- Arrive 2 hours before the match.
- Mark players off team sheet as they arrive.
- Arrange for playing Guernsey's to be distributed.
- Complete team sheets to be handed to the opposition team manager and umpires.
- At home games provide the umpires with match day footballs.
- During the match record goal kickers and quarter break scores.
- Distribute Best & Fairest voting to coaches following the match.
- Collect Best & Fairest voting from coaches at the end of the match.
- Collect opposition best players and goal kickers.
- Request best players from TAC Cup Coach.
- If the home team, enter match scores, goal kickers and best players into SportingPulse.



Key Competencies

The successful candidate will possess the following competencies:

- Organisation skills
- Written and verbal communication skills
- Administrative Management
- Attention to detail
- Understanding and knowledge of Australian Rules Football
- Well-developed I.T skills particularly in Microsoft Word and Excel
- Knowledge of Competition Management on SportingPulse would be highly advantageous.

To apply for this position please email your CV to Western Jets Talent Manager, Shane Sexton at shane.sexton@afl.com.au.