



Sacred Heart Pymble Football Club

Position Description

TITLE:

Team Manager

OBJECTIVE:

To perform the required team management duties to ensure their respective teams are organised and available to play each weekend of the regular season, trial games, gala days and other events.

RESPONSIBILITIES / TASKS:

Communicate with the team members/parents regarding upcoming games/events/cancellations.

Submit forfeit form if necessary.

Coordinate game day input – request volunteer for referee if needed, request volunteer to manage substitutes if needed, record game results, goal scorers and player award points.

Introduce yourself to opposition team manager.

Confer with opposition manager and agree on match result and sign card.

Enter game results via website after each game

Half time oranges roster

Act as the team contact point for the Age Coordinator or committee regarding club related matters.

ESTIMATED TIME COMMITMENT:

Team management: 1-2 hours

RELATIONSHIPS:

Coaches: Player points, team communications regarding training related matters

Parents: Team communications

Age Coordinator: Club related matters

ACCOUNTABILITY:

President -> Age Coordinator -> Team Manager

ESSENTIAL/DESIRABLE SKILLS:

Communication skills

Organisation skills

Approachable