

BLIGH PARK FOOTBALL CLUB



Position Description: Team Manager

Overview

The Team Manager is responsible for organization of the team, including providing support to the coach, attending to off field matters, managing the teams playing kit, completion of match sheets via Dribl and arranging team resources to fulfill BBQ duty, Marshall and Game Leader (if applicable) as required.

Responsibilities

Prior, during and post season

1. Liaise with all team members, parents and coaches to ensure all are informed of training, competition and club functions.
2. Appoint a Marshall for game day.
3. Ensure Coaches, Manager, and Marshals are wearing their vest during game day.
4. Ensure all players are registered on Dribl before they play any matches and complete ID Checks.
5. Complete the Team Match Sheet on Dribl at completion of each game.
6. Document any problems that may arise between team members, parents, coaches, and supporters and present these to a club representative.
7. Communicate parent concerns/complaints in a timely manner to the coach and/or Club.
8. Ensure parents know how to access Dribl.
9. Organize tournament entry forms and entry fees as required (State Cup, Nepean Cup and Champions of Champions) if required.
10. Follow the policies and procedures established by the Club and communicate them with players / parents.
11. Attend coaches' meetings and events as required.
12. Encourage player and parent participation in club-sponsored activities and events.
13. Organise representatives from the team to assist in BBQ duty.
14. Be prepared to handle First Aid situations during training and match days.
15. Know and understand the Laws of the Game, as well as the FFA / FNSW and NFA regulations.
16. Supervise and control your players so as to avoid injury situations.
17. Ensure players are hydrated and dealing with extreme heat.
18. Adhere to Club direction for training cancellation when impacted by wet weather and extreme heat.

End of year hand over

At the end of each year a key activity of the Manager is to (in collaboration with the Coach) return all uniforms and equipment as requested by the Club and provide any relevant feedback to the Committee for consideration for the next season.

Essential Skills and requirements

- Hold or willing to apply for a current volunteer Working With Children Check.
- Be able to communicate in an open, candid and consistent manner.
- Be able to work collaboratively.
- Strong leadership skills.
- Strong organisational skills.

The estimated time commitment required as the Manager is up to **3 hours** per week.

Updated: Nov 2023