New Lambton Football Club Juniors
Position Description – Team Manager

JOB TITLE:

Team Manager

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 and club functions.
- Attend to administration matters as directed by the Secretary.
- Liaise with the players, coaches and the General Committee, 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 collection of team playing equipment at the commencement of the season, and ensure all equipment is returned at the completion of the season.
- Coordinate with the Gear Coordinator the collection and distribution of team playing kits to all players, and ensure alternate kits are arranged as required.
- Coordinate return of equipment to appropriate storage area after training and matches (as necessary).
- Coordinate completion and submission of team sheets and match reports to Secretary after both home and away matches.
- Ensure all players pay their membership fees and other required payments on time.
- Determine weekly awards with appropriate coaches and support staff.
- Refer NLFC Coach and Manager Guide, NLFC Coaching Manual and NLFC Code of Conduct.

RELATIONSHIPS:

- Reports to the President and Secretary.
- Supports the coach, committee and other support staff.
- Liaise with players, parents and club supporters.

NEW LAMBTON
FOOTBALL CLUB

ACCOUNTABILITY:

- The Team Manager is accountable to the Secretary, President and General Committee of the club, as well as the coach of the team they manage.
- The estimated time commitment required as the Team Manager is up to 5 hours per week.

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.

DESIRABLE SKILLS:

- Ability to plan events and activities for a year.
- Financial skills / knowledge.
- Empathy.
- Listening skills.