

# POSITION DESCRIPTION

## POSITION DATA

**Title:** CLUB TEAM MANAGER  
**Organisation:** *Club name here*  
**Reports to:** CLUB CHAIRMAN AND CLUB CAPTAIN

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### Functional Relationships

Club Captain	Coach - The coach has full control of players at training and during the game preparation.
Respective Committee	Team Manager - Team Manager is in sole charge of selector/coach and the team and is responsible to the Club. Manager controls player's discipline and any assistants or medical staff.

## POSITION SUMMARY

The Club Team Manager will plan, control and implement the activities set down by the committee, by being aware of his/her responsibilities, obligations, who they are accountable to and their entitlements with due regard to Club policies and procedure.

The roles and responsibilities of the Club Team Manager vary greatly from club to club and club team managers will tell you that their duties often expand beyond what is normally expected of the Secretary.

The Club Team Manager is directly responsible to the President of \_\_\_\_\_ and the members of \_\_\_\_\_.

## DUTIES

- To develop a successful team.
- To develop team discipline and team spirit this will provide a good base for coaches to coach the team.
- To ensure the team is organised, through clear communication.
- To ensure the team had pride in themselves, their Club and their sponsors.

### Pre-Season

1. Meet with the committee to go over your team requirements:
  - Team Sheets
  - Presentation
  - Team ties
  - Team expenses
  - After match functions
  - Manager's report – along with Coach agree on training venue, time etc. organise accordingly

2. Prepare after consultation with the coach, an itinerary, which contains:
  - Dates, training venue, time
  - Dates, venue, travel and times of matches
  - A list of management and players with their phone numbers
3. Distribute this to management, players, Development Officer, Club Captain and sponsors if required.
4. Arrange for practice gear and medical kit from the Club Captain.
5. Communicate and organise with the Club Captain necessary travel arrangements or other requirements that may be required.
6. Organise team medical personnel.
7. Along with the coach, set team standards, team dress, behaviour and expectations.
8. Communicate with the Club Captain relative to your team and confirm their requirements.

### **During Season**

1. Attend all trainings to provide information of upcoming events and assist when required by the Coach.
2. Liaise with the Club Captain prior to each match regarding: travel arrangements, accommodation, transport, after match presentations, playing gear, game time etc.
3. Organise player profiles on all players in final selection.
4. On away games, communicate with liaison officers, relative travel agencies and hotels to introduce yourself and make them aware of the various teams' requirements. (i.e. Room lists and food requirements)
5. Complete a full match report for the committee
6. Ensure medical assistants have the necessary medical supplies.
7. Prior to the first match, arrange for sponsors to be at the distribution of sponsored clothing and product if applicable.
8. Liaise with the sponsor after each match.
9. Deliver laundry to the appropriate person (Gear Custodian)
10. Compile and maintain full match statistics.

### **Match Day**

1. Organise team sheet
2. Arrive early to the match to ensure that:
  - Field, changing room facilities are as expected.
  - Organise playing strip, reserves gear, ice, balls, spare sprigs, drinks etc.
3. Lay out gear so that it is accessible.
4. Control access to team changing room at all times.
5. Organise after match fluid replacement and food if possible.

6. Organise injury treatment
7. Account for all jersey, socks, and shorts.
8. Ensure dress code is correct
9. Communicate results to the appropriate people (mention sponsors)
10. Attend after match functions and speak if required. Have presentation ready for captains.
11. Write up formal report and budget and submit with up to date team sheet to the Committee
12. Organise and pay own accounts.
13. Make sure players pay phone/bar, room service accounts (if travelling).

### **End of Season**

1. Ensure coach submits a comprehensive report to Committee.
2. Write or pass on acknowledgement to those people, clubs, and sponsors etc. who have assisted during the season.
3. Ensure appropriate team players are nominated for [Provincial Name] or development squads.
4. Ensure player data is submitted for inclusion on [Provincial Name] player database.

### **KNOWLEDGE AND SKILLS REQUIRED**

- Can communicate effectively
- Is well organised and can delegate tasks
- Can maintain confidentiality on relevant matters
- Has a good working knowledge of the constitution

### **ESTIMATED TIME COMMITMENT REQUIRED**

The estimated commitment required as the Club Team Manager of \_\_\_\_\_ is \_\_\_\_\_ hours per week.

The Club Team Manager is appointed for a \_\_\_\_\_ term.

*The time commitment required as the Club Team Manager of a club/group varies greatly from club/group to club/group. Smaller clubs may require a Club Team Manager to spend only a half hour to an hour per week or larger clubs, two to three hours per week on Team Managerial duties.*