

Club Team Manager Job Description

Team Managers have an extremely important role ensuring the successful management of the team and welfare of the players in their care.

A generic job description for a Club Team Manager including a checklist of duties and responsibilities for consideration has been provided.

Club Team Manager

Role:

A Club Team Manager is responsible for the:

- administration and management of the team and
- welfare of all team members at training and competition.

Responsibilities shall include :

- Liaising with all team members, coaches and officials (and parents where applicable), to ensure the players are appropriately dressed and informed of training, competition and club functions
- Adjudicating any problems that may arise amongst team members, the coach and supporters (and parents/employers where applicable)
- Acting as liaison officer between the club and the team
- Ensuring all equipment is safe, the first aid kit is ready for use and the players have their own drink bottle
- Ensuring the team sheets and any other rules/regulations of the competition are observed and carried out
- Ensuring all welfare and safety requirements for the team are met.
- Athletes under 18 years must be supervised at all times. It is extremely important that all team managers are aware of relevant policies including:
 - Child Protection
 - Member Protection Policies of SA Rugby
 - ARU and Club Codes of Conduct
- Ensuring all players remain together at the competition and support each other whilst they are representing the club
- Receiving money from players for fees, uniforms, fundraising and any club functions or team responsibilities. Providing a receipt for this money, issuing a receipt to the player or parent and handing the money to the treasurer as soon as possible.
- Distributing to players and coaches all required information and updates.

Responsible to:

The Club Team Manager is responsible to the President of the Club.

Knowledge, Skills, Experience and Requirements*Essential*

- Strong interpersonal and oral communication skills including the ability to effectively liaise with players, coaches and administrators
- Strong organisational skills
- Sound knowledge of the selection procedures and rules/regulations of the competition
- Police Clearance

Desirable

- Previous management of a club team
- Current First Aid certificate.

Estimated Time Commitment Required

The estimated time commitment required as the Team Manager is _____ hours per week during the season and _____ hours at pre-season.

The Team Manager is appointed for a period of 12 months by the Club Committee.