

Club Team Manager Position Description	
<p>Team Managers have an extremely important role ensuring the successful management of the team and welfare of the athletes in their care. Regardless of the team you are managing – Club, State or National the responsibilities and duties are similar. The Team Manager's duties, however, become more extensive when managing teams interstate or overseas.</p> <p>A generic job description for a Club Team Manager including a checklist of duties and responsibilities for consideration has been provided. This job description has been developed from examples provided by sports such as netball, lacrosse, swimming, surfing, gymnastics and karate.</p>	
<b>Role:</b>	<p>A Club Team Manager is responsible for the:</p> <ul style="list-style-type: none"> <li>• Administration and management of the team and</li> <li>• Welfare of all team members at training and competition.</li> </ul>
<b>Responsible to:</b>	The Club Team Manager is responsible to the President of the Club.
Knowledge, Skills, Experience and Requirements	
<p><u>Essential</u></p> <ul style="list-style-type: none"> <li>• Strong interpersonal and oral communication skills including the ability to effectively liaise with athletes, coaches and administrators</li> <li>• Strong organisational skills</li> <li>• Sound knowledge of the selection procedures and rules/regulations of the competition</li> <li>• Blue Card. It is recommended that all team managers particularly those dealing with children are required to have a police clearance.</li> <li>• Current First Aid certificate.</li> </ul>	<p><u>Desirable</u></p> <ul style="list-style-type: none"> <li>• Previous management of a club team</li> </ul>

## Responsibilities and Duties – A Checklist for Consideration

### Essential

- Liaising with all team members, parents, coaches and officials to ensure the athletes are appropriately dressed and informed of training, competition and club functions.
- Adjudicating any problems that may arise amongst team members, parents, the coach and supporters.
- 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 score card and any other rules/regulations of the competition are 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 Policy](#)
  - [Harassment Free Policy](#)
  - [Codes of Conduct](#).
- Your sport may have developed specific policies that would be available from your State or National Association.

### Desirable

- Drawing up a parent's roster for timekeeping, scoring or transport to away games.
- 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, umpiring and any club functions. 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 the club newsletter and any State Association information.