

Team Manager

Team Managers have an important role ensuring the successful management of the whole team, especially in the older (competitive) age groups.

Responsibilities

The general responsibilities of a team manager are:

- Administration and management of the team.
- Ensure all club information emails are forwarded to players and their parents/guardians.
- Organise a washing roster with the parents for after each game. You will probably find it easier if the clean shirts are dropped back to the Coach/ Manager at a training session, this way you know they will make it to the game on Saturday. ***Playing strips MUST NOT be issued to individual players. This practice has, proven to be responsible for the loss and damage of up to 65 strips every season. Strips are costly to replace and all strips belong to Belwest Foxes Soccer Club. CLUB SHIRTS MUST NOT BE WORN AT TIMES OTHER THAN MATCHES AND MATCH BALLS MUST NOT BE USED FOR TRAINING. Equipment issued to coaches, managers and players remains the property of the Belwest Club.***
- Provide training and game day information to players/parents including game time, location, time players should arrive, and any other important information.
- Complete match cards via DRIBL (U10-U18 only).
- Complete and submit 3,2,1's (best and fairest (U12-U18 only) after each round – White box located outside of canteen at Latham.
- Organise volunteers from your team to help on the BBQ and Canteen when your team is rostered on – Each team may be asked to do this more than once in the season. This is mandatory for each team.
- Organise volunteers from your team to help with set-up and pack-down of fields (when rostered on – check the board at Latham and the roster provided). **DO NOT JUST WALK AWAY FROM THE FIELD AS THIS ONLY MEANS ONE OF THE COMMITTEE WHO HAVE BEEN AT THE GROUNDS ALL DAY HAVE TO DO IT.**

- Attending training sessions (if able to, not essential)
- Act as liaison point between the committee, the coach and the team by circulating key messaging from the club.
- Mediating and/or reporting any problems that may arise amongst players, coaches, officials and supporters at games or training.

Requirements

- **Mandatory - Hold or willing to apply for a current volunteer “working with vulnerable peoples (WWVP)” check.**
- **Mandatory – Presented “working with vulnerable peoples” card to Secretary**
- **Mandatory – Ensure you are present at training/or another parent with a valid WWVP card.**

Suggestions/tips

- Create a contact list with players and parent’s names etc. and circulate to the team.
- Send an email to parents introducing yourself and the coach.
- Create a team chat group using Messenger, WhatsApp, a closed Facebook group or use a team management app like, Heja to relay messages, changes in game day locations etc.

Key Contacts

Additional resources and key contacts are available on our website - <http://www.belwestsoccer.com>