



West Auckland Association Football Club

Team Manager Role Description

The Team Manager is a voluntary position responsible for assisting the team coach provide management and delivery of the game to the team. The Team Manager must communicate positively and effectively to their players and/or parents ensuring all training, games and development opportunities are offered and participation encouraged. All disciplinary action, complaints, requests or enquiries must be dealt with promptly and in a positive manner and reported to the club accordingly.

Responsible to Executive Chairperson & Football Chairperson

**Responsibilities
& Duties**

- Assist the coach in managing players training sessions and competition games.
- Manage resources and equipment in conjunction with the coach.
- Communicate training and competition details with all players and/or parents ensuring maximum possible participation.
- Ensure correct uniforms are clean and available (including away strip if required) and all players have the required equipment to play.
- Ensure the pitch is setup in accordance to the rules and specification of the age grade.
- Ensure the health and safety of the athletes you are managing.
- Following all aspects of the WAAFC managers Code of Conduct and any other club policies as they relate.
- Ensure all player registrations are submitted and fees are paid in relation to the clubs no pay no play fee policy.
- Notify the club of any changes to players contact or relevant other details.
- Be available for players and parents as required in the management of the team.
- Discuss any challenges and concerns that you have with the club officials so they can be resolved in a timely positive manner.
- Record keeping for the season i.e. game results, goal scorers, player of the days etc. Agree the results with the opposition at the end of the game and phone through to the club by 5pm Saturday.
- In the absence of a Team Coach delegate or complete these responsibilities accordingly. (Refer to Team Coach role description).
- Meet all the WAAFC reporting requirements as they become due or are requested Evaluate personal performance annually reporting to Team Coach and ensure succession of own position.
- Review own position description to ensure accuracy and submit potential changes to the Executive Committee.

**Knowledge &
Skills Desired**

- Understand the characteristics and needs of the players you manage.
- Be aware of the components of a training session and understand the competitions relevant to the players responsible for.
- Have an understanding of the laws of the game and any age-related variances.
- Appropriate communication and management skills for the players and/or parents participating.



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- Seek continual improvement through ongoing coach/management education and other personal and professional development opportunities.
- Highly motivated and committed to the team for the duration of the season.

**Estimated Time
Commitment
Required**

The estimated time commitment required for the role of Team Manager is 3 – 4 hours over 2 days per week for the duration of the season. In certain cases extra hours may be incurred in additional coaching depending on the availability and desire of players and the availability of training areas.

**Period of
Appointment**

Period of appointment 12 months.