



Balgownie Junior Football Club

Job description for: TEAM MANAGER

OVERVIEW:

To ensure the successful management of the team and welfare of the players in their care, whilst making sure that all off-field matters are dealt with efficiently and timely. Provide support to the coach and any support staff.

RESPONSIBILITIES:

- Liaise with all team members, parents and coaches to ensure all are informed of training, competition and club functions.
- Attend to administration matters as directed by the Secretary/Committee.
- Liaise with the players, coaches and the General Committee, acting as a liaison officer between the club and the team.
- Document any problems that arise between team members, parents, coaches and supporters and present these to the Secretary or General Committee.
- Co-ordinate set up and take down of nets etc as required.
- Ensure all players pay their membership fees and other required payments on time.
- Determine weekly awards, if any, with the coaches.
- Co-ordinate return of equipment to Club room at the end of the season.

RELATIONSHIPS:

- Supports the coach, committee and other support staff.
- Liaise with players and parents
- BJFC Committee

ACCOUNTABILITY:

The Team Manager will report to the General Committee of the club when required, as well as the coach of the team they manage.

COMMITMENT LEVEL:

The estimated time commitment required as the Team Manager is up to 1 hour per week plus game times.

ESSENTIAL SKILLS:

- Good organisation skills.
- Great communicator.
- Able to prioritise tasks.
- Passionate about the club and team.
- Understanding of the rules and regulations of the competition.