

SPRINGWOOD UNITED FOOTBALL CLUB INC.

"united in sport, uniting the community"



Position Description

REVISION TABLE	
Position Title	Team Manager
Committee	Management Committee

Prepared By	Approved By	Date	Revision
Peter Dempsey	SUFC Management Committee	06/12/2019	1

Primary Purpose of Position

- Ensure the welfare of the players in their care.
- Attend to all off-field matters
- Providing support to the coach
- Manage the teams playing kit
- Completion of match sheets, player Identification checks, and team communication
- Arrange for team resources to fulfill Canteen and BBQ duty obligations;

Key Working Relationships

Internal	External
<ul style="list-style-type: none"> • Club Members • Management Committee (MC) Members • Football Committee (FC) Members • Age Coordinators • Coaches and Managers • Parents / Care Givers • MPIO 	<ul style="list-style-type: none"> • Managers and Coaches • Players • Clubs Representatives • Local Community • Match Officials • Parents / Care Givers

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Key Result Areas	
Qualifications	<ul style="list-style-type: none"> • Current WWC Certificate: All junior age groups (U5-U17) • First Aid Certificate: (recommended)
Safety	<ul style="list-style-type: none"> • Familiarise yourself with the Clubs First Aid Kit and defibrillator locations; • Be prepared to handle First Aid situations as well as medical emergencies during training and match days. • Know and understand the Laws of the Game. • Supervise and control your players so as to avoid injury situations. • Ensure players are hydrated and dealing with extreme heat. • Understand the FFA / FNSW and NFA regulations • Adhere to Club direction for training cancelation when impacted by wet weather and extreme heat
Football Responsibilities	<ul style="list-style-type: none"> • Liaise with all team members, parents and coaches to ensure all are informed of training, competition and club functions. • Appoint a Marshal for game day • Ensure Coaches, Manager, and Marshals are wearing their vest during game day • Ensure all players have valid Player-ID cards before they play any matches (U11+) • Complete the Team Match Sheet and present player ID Checks to opposition teams • Complete ID Checks of opposition teams. • Document any problems that may arise between team members, parents, coaches, and supporters and present these to a club representative. • Communicate parent concerns/complaints to the coach and/or club. • Ensure parents know how to access iCompman. • Organize tournament entry forms and entry fees as required (State Cup, Nepean Cup and Champions of Champions)
Club Responsibilities	<ul style="list-style-type: none"> • Follow the policies and procedures established by The Club and communicate them with players and parents. • Adhere to the Code of Conduct Lead by example • Be familiar with the other teams and coaches within your age group. • Attend coaches' meetings and events as required. • Encourage player and parent participation in club-sponsored activities and events • Organise representatives from the team to assist in Canteen and BBQ Duty
Financial	<ul style="list-style-type: none"> • Ensure you have a clear understanding of Match Sheet completion to minimize financial impacts to the Club; • Do not field suspended or unregistered players

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Position Description

Capability	
Skills & Experience	<ul style="list-style-type: none">• Is able to communicate in an open, candid and consistent manner;• keeps individuals well informed of key issues and Club needs; and• the ability to work collaboratively
Behavioural Competencies	<ul style="list-style-type: none">• Interpersonal Skills• Organizational Skills• Leadership• Integrity

For further information in regards to this role please do not hesitate to contact the Manager Coordinator managerco@springwoodunited.com.au