

|  |
| --- |
| **POSITION DESCRIPTION – TEAM MANAGER** |
|  |
| **POSITION OVERVIEW** |
| **POSITION TITLE:** Team Manager **REPORTS TO:** Club Director Volunteers |
|  |
| **DUTIES** |
| Duties of the Team Manager include: -* Develop and maintain an accurate database of all players, members and sponsors
* Ensure that all players are registered and have paid their membership
* Become the first contact for all players regarding inquiries about their registration
* Always encourage new members and players to join the club
* Complete team sheets
* Ensure all match officials are available (i.e. umpires, timekeepers, trainers)
* Liaise with umpires
* Sign off on match reports
* Ensure change rooms are secure
* Maintain, clean and service all property and equipment belonging to the club
* Ensure all club property is safe and secure
* Provide adequate stock and sale of shorts, socks, shoes
 |
|  |
| **SKILLS** |
| This role would be best suited to someone who has: - * Excellent organisational skills
* Well-developed communication skills
* Efficient money handling skills
* A good working knowledge of the club
* Understanding of competition rules
* Effective time management skills
* Good knowledge of all club procedures
 |