# Club Name

your logo here

### Position Description Form

| **Job Title** | **Team Manager** | | |
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| **Accountability** | Secretary  Team Coach | | **Hours\_\_\_\_\_\_\_\_ / week – month - season** |
| General Description - Objectives | | | |
| * To ensure all off field football matters are dealt with efficiently and in a timely manner for the team managers grade of competition. * Provide administrative support to the coach and any football staff. * Arrange the required support staff for games to take place. * Support the coaching staff to make sure the required administrative and support arrangements are in place so that coaches and players can concentrate on the game | | | |
| Responsibilities | | | |
| 1. Ensure the coach and players are provided with sufficient equipment (within guidelines set down by the Executive) to ensure the efficient operation of the team 2. Ensure all players are either currently registered with the League or has an approved clearance from previous Club 3. Provide the Secretary with a list, in jumper number order, of all players and keep all players lists updated as every change is made 4. Check jumpers are in good order at all times and have appropriate sponsors logos attached if required 5. Ensure other support staff has been appointed and are in attendance as required 6. Ensure the integrity of best and fairest voting in accordance with Club policy | | | |
| Qualifications - Accreditations | | | |
| **Essential** | | **Desirable** | |
| Relationships | | | |
| * Supports the coaches and match committee and other football staff as appropriate * Liaises with other team support staff * Players parent (junior football only) | | | |
| Reporting | | | |
| * Reports to the Secretary | | | |