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| **POSITION DESCRIPTION – TEAM MANAGER** |
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| **POSITION OVERVIEW** |
| **POSITION TITLE:** Team Manager  **REPORTS TO:** Club Director Volunteers |
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| **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 |
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| **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 |