



**NATIONAL CLUB
ACCREDITATION SCHEME**

**Hurlstone Park Football / Soccer Club
Position Description – Team Manager**

JOB TITLE:

Team Manager

OBJECTIVE:

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, coaches and officials to ensure all are informed of training, competition and club functions.
- Attend to administration matters as directed by the age coordinator.
- Liaise with the players, coaches and the Age Coordinator, 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 Age Coordinator.
- Coordinate return of equipment to appropriate storage area after training and matches.
- Coordinate submission of team sheets and match reports to results secretary after both home and away matches.

RELATIONSHIPS:

- Reports to the Age Coordinator.
- Supports the coach.
- Liaise with players, parents and club supporters.

ACCOUNTABILITY:

The Team Manager will report to the Age coordinator of the club.

ESSENTIAL SKILLS:

- Good organisation skills.
- Great communicator.



HURLSTONE PARK
WANDERERS FC

Hurlstone Park Wanderers Football Club
PO BOX H66, Hurlstone Park, NSW, 2193
Tennant Pde, Hurlstone Park
www.hurlstoneparkwanderers.com.au
info@hurlstoneparkwanderers.co.au



NATIONAL CLUB ACCREDITATION SCHEME

- Able to prioritise tasks.
- Passionate about the club and team.
- Understanding of the rules and regulations of the competition.

The estimated time commitment required as the Team Manager is up to 3 hours per week.



HURLSTONE PARK
WANDERERS FC

Hurlstone Park Wanderers Football Club
PO BOX H66, Hurlstone Park, NSW, 2193
Tennant Pde, Hurlstone Park
www.hurlstoneparkwanderers.com.au
info@hurlstoneparkwanderers.co.au