



# TEAM MANAGER

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**Description of Role:**

- Supports our Spring League program by helping a team to run efficiently and effectively

**Primary Responsibilities:**

- Main point of communication between club and parents of players
- Organise uniform and equipment distribution to team
- Track availability of team for practices and games
- Help with any logistics required with running the team during the season

**Time Commitment:**

- March – June during the Spring League season
- Overall time commitment of 5-6 hours dispersed over the season
- Primarily email-based but required to attend Manager and Coaches' meeting at the start of the season

**Skill Requirements:**

- Strong communication and organisational skills
- Proficiency with email

**Benefits:**

- ✓ Involvement with your team – getting to know team players and their families
- ✓ Development of organisational and communication skills
- ✓ Support and training guide provided by the Club (see below)
- ✓ Invitation to our season – end Volunteer Appreciation event

**Support:**

- Managers will be supported by their Age Group Coordinators
- Online “Manager’s Manual” that includes details of all responsibilities
- All team information (schedule, contact info, medical information etc) will be provided by the Club

**Additional Information:**

- Manager will be required to have a Criminal Record Check and signed Code of Conduct on file with WVFC