



VANCOUVER ATHLETIC FC

Role Title:	Team Manager
Position Type:	Volunteer Position
Reports To:	Club Administrator
Approximate Hours:	80 - 100
Timings:	Weekly from September - April with some activity in August.
No of positions:	One for each team in the club

Role Detail

Each team from House League through to U18 requires a Team Manager to help coordinate the team , assist the coach and ensure all the appropriate paperwork is in place.

The Team Manager has close interactions with the Team Staff, Age Group Coordinator & Club Administrator.

The Team Manager will be responsible for the following:

August

Collect the teams uniforms, ensuring that there are enough for each player and that sizing is appropriate.

Complete the inventory list sheet in your team box , including listing players name, size of uniform and number (if applicable)

Responsible for distributing players uniforms.

Responsible for collecting the uniform deposits at the beginning of the season from each player (uniforms should not be handed out until a post dated cheque is received). The cheques will be held by the Team Manager until the end of the season where they will either be returned (once a uniform is returned) or passed on to the Administrator for cashing (If uniform is not returned).

Responsible for ensuring the appropriate equipment is provided to the team and that a full inventory is kept.

Start producing the Team Cards for the players if required (Divisional Teams only)

Create a contact sheet for the team and send out to your teams (player name, contact number and email)

Facilitate player transfer documentation as and when required.

September

Attend the Team Managers and Coaches season start meeting.



VANCOUVER ATHLETIC FC

Ensure all medical forms are completed by each team member and kept with the first aid kit.

Ensure each player has a Team Card as per the VYSA guidelines.

October

Ensure teams sign up for their photos and complete/distribute any required documentation.

From September - End of Season

On a weekly basis ensure the teams are aware of where their upcoming game is and the time.

Ensure players are able to get to the games and where possible provide assistance.

Arrange for a snack rota so that players can have a half time refreshment (oranges, fruit etc)

Contact the opposing team on the Thursday to confirm the game time , game location and team colors. (DP U8 and Up , VGSA U8 and Up and Divisional Teams only)

Pick up and return nets for the home games as and when required

Ensure the pitch is clean and ready for the next team (picking up any lost property etc)

Provide the referee the team lists and ID cards, ensuring the cards are returned to you.

Report scores to the league.

Continue to facilitate player transfer documentation as and when required.

Advise the Club Administrator of any new players registering.

Be a contact point for players and parents , listening to concerns and complaints , escalating where required.

April

Ensure all equipment is returned to its original storage box and returned on the required date for inventory collection.

Collect all uniforms (Jerseys and Shorts only) from players , wash them and fold into box returning them on the required date for inventory collection.

Hand back any deposit cheques for players who have returned uniforms.

Pass any deposit cheques to the administrator/treasurer for any players who have not returned uniforms.

OTHER INFORMATION

Anyone wanting to be a Team Manager is subject to a Criminal Record Check as required by the league.