

# Team Manager Coordinator

---

## **Accountability**

- JJJFC Team Manager Coordinator
- JJJFC Team Coach

**Hours:** 5 hrs Initially / 1hr Week for the Season

## **Objective**

- 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.
- Arrange the required support the team for games to take place.
- Support the coaching group to make sure the required administrative and support arrangements are in place so that coaches and players can concentrate on the game.

## **Responsibilities**

- Ensure the coach and players are provided with sufficient equipment (within guidelines set down by the Committee) to ensure the efficient operation of the team.
- Ensure all players are either currently registered with the League or has an approved clearance from previous Club.
- Provide the Secretary with a list, in jumper number order, of all players and keep all players lists updated as every change is made.
- Check jumpers are in good order at all times and have appropriate sponsors logos attached if required.
- Ensure other support staff has been appointed and are in attendance as required.
- Ensure the integrity of best and fairest voting in accordance with Club policy.

## **Relationships**

- Supports the coaches and match committee and other football staff as appropriate
- Liaises with other team support staff
- Player's parent

## **Reporting**

- Reports on team managers at monthly meetings
- Reports to Team Manager Coordinator