



Position Description – Team Manager Co-ordinator

Objective

To support the Team Managers of the St Peters Football Club.

Responsibilities

- Organise team kits at the start and end of the season, ensuring all property and equipment is supplied, clearly marked and recorded.
- Prepare club specific section of Team Manager handbook.
- Create WhatsApp group for team managers for weekly communications.
- Facilitate the Team Manager information evening, with support from committee members.
- Co-ordinate and send a weekly update to all Team Managers with relevant information from the SMJFL and committee to distribute to their team.
- Act as the liaison between the Team Managers and the committee, including advising of game time/day changes and other matters as required.
- Be available by phone on game day if Team Managers need assistance.
- Organise vote count night, with support from committee members.
- Organise anchor night rosters and distribute to Team Managers.
- Co-ordinate game day jumper requirements with Apparel Co-ordinator.
- Familiarity with SMJFL by-laws.

Relationships

- Works in collaboration with Secretary, Vice President, Club Administrator and Trainer Co-ordinator.
- Builds strong relationships with team managers.

Accountability

- Secretary of St Peters Football Club.

Average weekly hours for this role

- 3-4 hours per week.