

Berwick Junior Football Club

Arch Brown Reserve, Buchanan Road, Berwick 3806
P.O Box 183, Berwick, 3806



Subject: Job Description
Title: Team Manager Coordinator
Reports to: Secretary

1	Basic Functions
a.	To coordinate and assist Team Managers for each of our teams.
b.	Compliance and accountability with Club policies.

2	Specific Responsibilities
a.	Liaise with each team manager to ensure their responsibilities are understood and adhered to.
b.	To assist each team manager in the education of their volunteers, of the roles and responsibilities with Match Day Roles.
c.	To ensure each team has the required resources and comply with the League requirements for match and training activities.
d.	Jumper distribution at the commencement of season with team Managers/
e.	To ensure all relevant match day information is distributed in a timely manner prior to the actual match day. i.e. Umpires Reports, Sponsorship Awards
f.	To coordinate the submission of team sheets and match reports after both home and away games.
g.	To ensure all support staff are in attendance and are provided with appropriate training equipment to undertake their specific role.
h.	To assist with the rostering of teams for general club assistance i.e. fundraising, cleaning and maintenance
i.	Assist with sourcing local sponsorship and vouchers, print BJFC canteen vouchers.
j.	Collect all weekly vote information for end of year vote count.
k.	Facilitate training for all Team Managers on their required duties.
l.	Coordinate the returning of all club equipment including Jumpers at the end of season.

3	Entry Qualifications and Experience
a.	Must be highly organised and have the ability to communicate with all levels.
b.	Must have an understanding of the process of football administration.

4	Role Requirements
a)	All Committee Members must hold or willing to apply for a current volunteer "Working with Children Check"
b)	Abide by, promote and upload BJFC Code of Conduct and Policies.

Position: Team Manager Coordinator

Name: _____

Signed: _____

Witnessed by:

Position: President

Name: _____

Signed: _____