

# **Team Manager Coordinator – Position Description**

**Reports To:** Secretary

## **Position Purpose**

The Team Manager Coordinator is responsible for supporting, coordinating and overseeing Team Managers across all teams within the Club to ensure consistent, well-organised and compliant team operations. The role acts as the central point of contact for Team Managers, providing guidance, communication and support to ensure match day, training and administrative requirements are delivered effectively and in line with Club and league expectations.

## **Key Responsibilities**

### **Team Manager Support & Coordination**

- Act as the primary point of contact for all Team Managers across the Club.
- Support Team Managers in understanding and fulfilling their roles and responsibilities.
- Provide clear guidance, resources and support to ensure consistency across teams.

### **Match Day & Operational Oversight**

- Support Team Managers to ensure match day requirements are met, including team sheets, player availability, uniforms and equipment.
- Assist with coordinating ground setup, match day logistics and compliance with league requirements.
- Work with Football Operations to ensure smooth delivery of game day activities.

### **Communication & Information Flow**

- Coordinate communication between Team Managers, coaches, and the Committee.
- Ensure timely distribution of important information, updates and key dates.
- Support clear and consistent communication with parents/guardians through Team Managers.

### **Policies, Compliance & Administration**

- Support Team Managers to comply with Club policies, Codes of Conduct, child safety requirements, and league rules.
- Assist with the collection and submission of required documentation, reports and approvals.
- Escalate issues, concerns, or incidents to the Committee as required.

### **Leadership & Development**

- Assist with the recruitment, onboarding and induction of Team Managers.
- Support the sharing of best practice, resources and templates across teams.
- Promote a positive, inclusive and respectful Club culture through Team Managers.

### **Key Relationships**

- Club Committee.
- Football Operations.
- Team Managers.
- Coaches.
- Head Trainer and Trainers.
- Players and Parents/Guardians.
- League Representatives.

### **Skills and Attributes**

- Strong organisational and coordination skills.
- Clear and confident communicator.
- Good understanding of junior football operations and match day requirements.
- Ability to support and manage volunteers in a positive and respectful manner.
- Reliable, approachable, and solutions-focused.
- Strong commitment to child safety, inclusion, and Club values.

