SAMPLE VOLUNTEER TEAM MANAGER ROLE DESCRIPTION

**Responsible to:**

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# Responsibilities and Duties

The Team Manager has a variety of responsibilities. Some areas to consider when managing a team include:

* Liaising with all team members, parents, coaches and officials to ensure the athletes are appropriately dressed and informed of training and competition
* Adjudicating any problems that may arise amongst team members, parents, the coach and supporters
* Acting as liaison officer between the club and the team
* Ensuring the score card and any other rules/regulations of the competition are carried out
* Ensuring all welfare and safety requirements for the team are met
* Collection of team subs and any fundraising activities
* Organisation of first aid kit and supplies

# Knowledge and Skills Required:

1. Strong interpersonal and oral communication skills including the ability to effectively liaise with athletes, coaches and administrators
2. Strong organisational skills
3. Sound knowledge of the selection procedures and rules/regulations of the competition

***Note:*** *Volunteers recruited to a specific position will bring with them skills and knowledge, and hopefully learn a little while volunteering as well. Think carefully about the skills and knowledge required to do the job well and outline them clearly in the section above.*

**Estimated Time Commitment Required & Period of Appointment**

The estimated time commitment required for the role of \_\_\_\_\_\_\_\_\_\_\_\_Team Manager is\_\_\_\_\_\_ hours per week over \_\_\_\_\_\_\_\_\_ days/weeks.

The Team Manager is appointed for a \_\_\_\_\_\_\_\_\_\_\_\_\_\_period.