

Team Manager

Role Description

To be responsible for, and to provide leadership and direction in accordance to Club and FA guidelines to ensure, the successful running for all aspects of activity across an age group.

Commitment

Approximately 6-8 hours per week.

Attendance at Manager meetings

Responsibilities

1. Ensure Child Welfare is always priority within the squad.
2. Ensure an inclusive, safe and fun environment for the players within the squad, this will include promoting squad activities outside of their main training and matches.
3. Teams within the squad are managed in accordance to Club and FA policies, strategy and best practices.
4. Teams within the squad are managed in accordance to league operating rules (player registration, match sheets, result reporting etc).
5. Recruiting players, coaches and helpers.
6. Attend matches and training sessions of teams the manager is responsible for.
7. Management of players and parents/guardians' expectations.
8. Development of players and coaches in accordance to Club and FA policies, strategy and best practices.
9. Ensure all coaches, assistant coaches and helpers are registered with the Club, hold the correct level of accreditation and have been approved by the Club Welfare Officer.
10. Ensure team accounts are managed as agreed with the Club Treasurer.
11. Ensure risk assessments, including pitch inspections, are performed for each and every event held on behalf of the club (training, matches, social)
12. Work closely with the Football Development Plan and Chairman to ensure the strategy remains relevant and to aid in the development of the strategy.
13. Represent the team at Club Events
14. Attend Manager's and Club meetings
15. Monitor team helper involvement and if the commitment becomes more than odd jobs consult with the Club Welfare Officer on whether further accreditation for the helper is required.
16. Maintain safe equipment and kit and co-ordinate stock checks with the kit co-ordinator.
17. Liaise with League Secretary on league administration matters.
18. Organise home and away fixtures.
19. Pay the referee the correct fee on matchday.
20. Distribute and collect all necessary registration paperwork in line with the club's requirements
21. Text in the match result or as required by the league within the correct time period
22. Provide the match report to the Club Secretary within the correct time period
23. Promote the club and fundraising opportunities in a positive manner to the players, parents and wider community
24. Engage with possible sponsors and encourage participation in club activities to promote the sponsor
24. Ensure all parties behave in line with EBUFC's Code of Conduct.

Accreditation Criteria

CRC/Safeguarding Children Workshop/First Aid and Coach Licence/Minimum Level 1 Football Coaching Certificate