REYNELLA FOOTBALL CLUB

HOME OF THE MIGHTY WINEFLIES

Job Title: Team Manager

Organisation: Reynella Football Club

Reports To: Relevant Club Coordinator

Position Overview

The Team Manager plays a vital role in supporting the coach and players by handling the administrative and logistical tasks for their assigned team. This position ensures the team operates smoothly on match days and throughout the season, allowing coaches to focus on player development and performance.

Key Responsibilities

Player Administration

- Ensure all players are registered and eligible to play.
- Maintain accurate team lists and player contact details.
- Collect and track player availability for training and matches.
- Collect medical forms and provide to Head trainer and team trainer

Match-Day Duties

- Complete and submit official team sheets before each game.
- Organize and distribute player uniforms and equipment.
- Coordinate volunteers for timekeeping, BBQ, Canteen, Boundary umpire (if required) and other match-day roles.
- Manage interchange rotations and assist with player needs during games.

Communication

- Act as the main point of contact between the coach, players, and parents.
- Communicate training schedules, match details, and any changes promptly.
- Share important club announcements with the team.

Equipment & Uniform Management

- Ensure all team equipment (balls, bibs, water bottles) is available and in good condition.
- Organize washing and return of uniforms after games if required.

Compliance & Safety

- Ensure adherence to AFL/SANFL/SFL rules and club policies.
- Monitor player welfare and report injuries to the coach and club officials.
- Confirm Working With Children Checks for volunteers and provide to your age Group Coordinator

6. Financial & Fundraising Support

- Collect any fundraising money if required and submit to the Treasurer.
- Assist with team fundraising activities and events.

7. End-of-Season Duties

- Organize return of uniforms and equipment.
- Assist with planning for team presentations and awards.

Skills & Attributes:

- Strong organizational and time-management skills.
- Good communication and interpersonal abilities.
- Ability to work collaboratively with coaches, players, and volunteers.
- Reliability and attention to detail.

Qualifications:

- No formal qualifications required; training provided by the club.
- Working With Children Check (mandatory for all teams).