

South Auckland Rangers Association Football & Sports Club

Club Rules Job Description

Team Manager Junior Youth Teams

Responsible to:

- Team Coach
- Club Board or Relevant Committee

Purpose:

The Team Manager is a voluntary position to assist the team coach to provide management and delivery of the game to the team allocated to you. Communicate positively and effectively to your players and/or parents ensuring all training, games and development opportunities are offered and participation encouraged. All disciplinary action, complaints, requests or enquiries must be dealt with promptly and in a positive manner and reported to the club accordingly.

Responsibilities and Duties:

- Assist the coach in managing players training sessions and competition games
- Manage resources and equipment in conjunction with the coach
- Communicate training and competition details with all players and/or parents ensuring maximum possible participation
- Ensure correct uniforms are clean and available (incl away strip if required) and all players have the required equipment to play
- Ensure the pitch is set up in accordance with the rules and specifications of the age grade
- Ensure the health and safety of the athletes you are managing
- Ensure all players are registered through the Club Database system and fees are paid in relation to the clubs no pay no play fee policy. Policing this policy as required with support from the Team coach and club board
- Notify the club of any changes to players contact or relevant other details
- Ensure all parents have received email communication and club newsletters and are aware of the club's social media pages
- Be available for players and parents as required in the management of the team
- Discuss any challenges and concerns that you have with the club officials so they can be resolved in a timely positive manner
- Record keeping results and scorers into Club Fixtures System as required
- Agree the results with the opposition at the end of the game
- In the absence of a Team Coach, complete these responsibilities accordingly (refer to Team Coach description)
- Assist with the club fundraising throughout the year, ensure all parents are aware of fundraising projects and events and participate where possible
- Review own position description to ensure accuracy and submit potential changes to the Club Delegate
- Observe all Northern Region Football and South Auckland Rangers Rules and Regulations.



South Auckland Rangers Association Football & Sports Club

Club Rules Job Description

Team Manager Junior Youth Teams

Knowledge and Skills Desired:

- Understand the characteristics and needs of the players you manage
- Be aware of the components of a training session and understand the competitions relevant to the players responsible for
- Have an understanding of the laws of the game and any age related variances.
- Appropriate communication and management skills for the players and/or parents participating
- Highly organised, motivated and committed to the team for the duration of the season
- The club will undertake Police Vetting of all Team Managers as required.

Position Held By:

Signature:

Date Signed.

Team Name:



Updated October 2025