



CFC Senior Men's Teams

Team Manager: Role and Responsibilities

Role Purpose

Managing information, equipment, procedures, policies and communications in order to ensure there is a Squad of players and a Team available each game, with a suitable Team Coach assigned to develop skills and fitness levels. This allows the Team Coach to invest their time coaching and leaves the administrative details to the Team Manager. The selection of players for each game, and their respective positions, will be the joint responsibility of the Team Manager (player availability) and the Team Coach (player suitability). Substitution responsibilities will be determined on whether a Team Manager and Team Coach are actually playing on the field or are on the sideline. If one person is on the sideline, this person will assume authority to substitute. If both are either on the pitch or on the sideline agreement should be met on substitutions.

Appointment and reporting lines

Appointment is approved by the Committee based on recommendations presented by the Chairman. The incumbent will then report to the Committee.

Team-Focus and Club-Family Philosophy

The Committee has deemed the Federation 1 and 2 teams, and the Waikato A and B teams to be high performing teams and players in these teams are expected to be made available to support the best outcomes for the Club on any given game day. U15s, Waikato C, D and E teams are still competitive teams and players suitable for the high performing teams will be expected to step up when eligible and when available. Only Team Managers will communicate and resolve these requirements, in consultation with their respective players and Team Coaches. The Team Managers and Team Coaches of all Senior Men's teams are expected to all agree with this philosophy and adhere to the following duties and responsibilities.

Duties and responsibilities

The Team Manager, with the support of any others nominated from within the team, will be responsible for the following:

1. Understanding the rules of the game and the specific competition rules set by the League Administrators (downloaded from CFC web).
2. Understanding the structure of the CFC Committee and the nominated management positions (viewed on the CFC web).
3. Managing registration and membership confirmation, transfer forms and fee payments for team players. It is essential that players are eligible to play (transfers complete, registrations complete and fees paid).
4. Liaising with the Committee's Funding Manager regarding any sponsorship/funding/contribution opportunities and gain authorization prior to completing any commitments.
5. Creating and managing a pool of players available for team play and available to support other teams when needed.
6. Communicating and instilling the policies and values of the Club, these include standards of dress and behaviour on and off the pitch (downloaded from CFC web).

7. Liaising with the Club Committee on all requirements for equipment and/or kit, ensuring kits, water bottles and balls are cleaned and all items are available for each game. These items should be returned to the Committee after the season.
8. Keeping the team player contact database correct (as supplied by the Committee).
9. Liaising with players on behalf of the coach to arrange coaching and training sessions.
10. Liaising with players to arrange availability for matches ensuring a full team is fielded each game.
11. Liaising with players to ensure fixtures, cancellations and away game locations are communicated in plenty of time.
12. Completing match reports and recording notable player performances, ensuring this information is recorded on the Club's website.
13. Presenting match reports after training each Thursday.
14. Correctly completing the necessary team cards prior to each game and returning signed cards back to league administrators within the prescribed period (League Administrators also require results to be texted after each home game).
15. Ensuring players contribute towards home meals organised by the Club and the meal fees are paid in full (the Committee requires all CFC home teams to utilise the Clubs catering facilities).
16. Ensuring the team fulfils its duties for Club room cleaning when required.
17. Ensuring that there is a fully stocked first aid kit available during all Club activities plus access to a mobile phone.
18. Liaising with the nominated Team Coach to arrange specialist coaches e.g. fitness coach and goalkeeping coaches.
19. Ensuring a referee is available for each home game, if an official Waikato referee is not assigned then a suitable Club referee should be sought.
20. Liaising with players (and player's parents where necessary) and coaches on arrangements for travel to other Club.
21. Managing the payment of any fines for the team and individual players, ensuring there are no outstanding fees at the end of the season.
22. Keeping themselves and their technical staff fully informed of all development activities / training.
23. Carrying out risk assessments to make sure all activities are safe, fun and appropriate to the age, ability and experience of those taking part.
24. Ensuring that all health and safety policies and disciplinary procedures are implemented and adhered to (downloaded from CFC web).
25. Taking all reasonable steps, where possible, to protect all players and officials from harm or the risk of harm during all activities.
26. Making recommendations to the Club Committee on proposed improvements to Club development programmes.

The above is dated 11th December 2012.