

POSITION: CLUB TEAM MANAGER
PARTICIPATION GROUP: BOYS & GIRLS: U-6 to U-18
RISK LEVEL: HIGH RISK POSITION
RESPONSIBLE TO: CLUB TEAM COACH

GOALS:

- To assist the coach with all team administration as required by the Club, League, BCSA, and tournaments in which team participates
- Improve and maintain a line of communication between the Clubs, coaching Staff, parents, and players

ACTIVITIES:

- Attend weekly practices and games
- Attend meetings as organized by the Club, League, or Coach
- Tournament play, including travel and overnight stays

RESPONSIBILITIES:

- Communicate regularly with parents and coaches
- Attend Club Coaches' meetings as necessary
- Familiarity with Club policies pertaining to Club teams
- Familiarity with Coaches' Code of Conduct
- Ensure proper registration of players for Club and League
- Completion of all requirements for tournament play
- Organization of transportation for players at league games and tournaments
- Establish committee(s) of parents and/or players regarding refreshments, fund-raising, and other non-coaching team functions
- Completion of team game sheets and payment for referees
- Control of team finances, including a bank account (usually co-signed by a parent)
- Other related duties as assigned by the Club or Coach
- complete a **TEAM YEAR-END Volunteer Summary**

BOUNDARIES/LIMITATIONS:

- Never alone with player
- Organize transportation to/from practices/games/tournaments
- Role model - no drugs/alcohol/smoking - practices/games/tournaments or use of abusive or profane language
- Appropriately dressed
- Embrace Club values and principles
- Adherence to Club/ District/ BCSA policies

SKILLS/ QUALIFICATIONS/ EXPERIENCE:

- As set by the Club and the League in which the team plays
- Experience in financial matters and organized sport an asset
- Minimum age requirement - 18
- Awareness/experience in making group travel/accommodation arrangements an asset
- Ability to communicate with players and parent

CLUB TEAM MANAGER Cont'd,

PERSONAL TRAITS/ QUALITIES:

- Strong communication skills
- Patience, understanding, and a sense of humour
- Integrity in dealing with team financial concerns

ORIENTATION TRAINING:

- Awareness of personal health and safety practices
- Clear understanding of Club policy regarding Rep team matters

SUPPORT/SUPERVISION & EVALUATION:

- Attendance at Coaches' meetings as required
- Adherence to guidelines set by Rep Teams Co-ordinator
- Submission of team financial reports to Club at season's end
- Ensure proper registration with League
- Subject to same conduct guidelines as coaching staff

MANDATORY ACTIVITIES:

- Attend practices, games, and tournaments
- As necessary, attend Coaches League and tournament information meeting
- Communication with parents, Club, and coaching staff
- Team administration pertaining to tournament travel/play
- Liaison between team and Club Co-ordinator

WORKING CONDITIONS:

- Working with young people
- Satisfaction from involvement in organized sport and a team format
- Community contribution

BENEFITS (VOLUNTEER):

- Working with young people
- Imparting the values of active participation, team work, and fair play
- Overseeing the development of players to their potential
- Assisting athletes in 'trying to be the best that they can be
- Community contribution

SCREENING MEASURES:

- A recommendation by team coach based on personal references with approval by Club
- Mandatory completion (CPIC) Criminal Record Check