

# VOLUNTEER ROLE DESCRIPTION



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## Team Manager

**Role purpose:** The Team Manager is responsible for all team related administrative tasks, communication and providing support to the Team Coach and players as well as being the point of contact for parents/guardians.

**Reports to:** Football Director

### Benefits:

- 1 free tea/coffee/soft drink per home game
- 1 free BBQ item per home game
- Club hoodie or jacket

### Skills required

- Good working knowledge of the club, policies & procedures, constitution etc.
- Good understanding and appreciation of the club culture and history.
- Strong leadership skills.
- Effective communication skills.
- Effective decision-making skills.
- Responsible.
- Organised.
- Confident and friendly.
- Good knowledge of the rules.
- Ability to deal with a diverse range of players, parents/guardians, officials, supporters and volunteers.
- Ability to foster a culture of inclusion and safety for everyone.

### Qualifications required

- Nil

### Qualifications desired

- First Aid and CPR
- [PBTR Harassment & Discrimination Course](#)
- [PBTR Complaint Handling Course](#)

### Duties

- Complete team sheets.
- Coordinate transport (if required).
- Liaise with officials (referees/ground officials).
- Sign off on match reports.
- Ensure change rooms are safe, clean and secure.
- Ensure safety and wellbeing of players.

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- Travel with the team when required.
- Distribute and collect team uniforms.
- Act as point of contact for parents/guardians of players.

**Safe Sport requirements:** Our club prioritises the safety and welfare of children and vulnerable people. All volunteers must obtain the following prior to commencing their role.

- [Current NSW Working with Children Check](#)
- [Child Safe Sport Course](#)

**Time commitment:**

- **Training:** 1-2 x 1-1.5hr training sessions per week (depending on age group),
- **Match day:** 1-2.5 hours each Saturday during the season (March - October).
- **Other:** Attendance at planning meetings.

**Term of appointment:** The Team Manager is appointed for a 1 year term.

**About BRFC:** Bundanoon Rebels Football Club was established in 1991. Our club is based at Ferndale Reserve and we have approximately 150 senior and junior players fielding teams across all age groups in the Highlands Soccer Association competitions. We are an inclusive, family friendly club supporting and serving everyone in Bundanoon and surrounding villages.