



Sutherland Sharks FC Team Manager

The following document outlines the role, procedures and policies within the Sutherland Sharks FC that the team manager plays and the tasks that are to be completed by the elected person.

- A) The team's manager will be selected by the elected coach for the upcoming season. The coach will submit the request for appointment to the club committee for final approval.
- B) All team managers will be required to complete the working with children forms supplied by FNSW and appointment will be pending on forms completion and approval.
- C) Team managers will be supplied with a club polo shirt and jacket for the upcoming season. Managers must wear correct uniform at any team event and at all game days. Required dress for game days is team polo, black pants and black shoes.
- D) Manager Tasks
 - a. Point of communication for all club news and game day changes or any communication wished to be sent by the teams coach.
 - b. Any parent must go through the manager for complaints or requests to the coach. The coach will take the request and complete necessary action.
 - c. On game days all FNSW required documentation is to be completed and signed off.
 - d. At all home games each team must provide –
 - i. 2 parents for canteen duty
 - ii. 2 parents for BBQ duty
 - iii. 3 parents for ground control
- E) At the beginning of the football season each team manager is required to complete and submit rosters for the above duties in (E) to the committee. The canteen roster will be placed at the noticeboard outside of the canteen for referral by parents throughout the year.
- F) During games the manager is to be present in the stands and ensuring that the allocated parents on required duty are in attendance and completing their roles. The manager is to ensure that if anyone is not in attendance a replacement is found.
- G) Managers are not to be present on the sidelines or on team benches during games and are to remain in the stands completing above tasks outlined in (E) for home games and ensuring that during away games ground control is being completed.
- H) As part of the team requirement is to man the canteen we need to ensure that parents are aware that while completing their allotted duties that items are still be paid for and are not for free as these items still cost the club money.