



Drouin Dragons Soccer Club
Position Description – Team Manager

JOB TITLE:

Team Manager

OBJECTIVE:

To ensure the successful management of the team by completing game day administrative tasks, keeping the team organised and well informed, and providing support to the coach, the players, and parents.

RESPONSIBILITIES:

General

- Liaise with the players/ parents / guardians (if the player is under 18), coaches and Club Secretary; acting as a liaison officer between the club and the team.
- Promote a positive, family-friendly team culture.
- Communicate all training, game day, and event details clearly via the Club's preferred team app *Heja* - ensure players or parents / guardians (if player is under 18 years of age) are receiving communications.
- Follow all DDSC policies including child safety and code of conduct.

Administration

- Ensure all players are registered and player details up to date for photos, records, and trophies.
- Keep team details and player information confidential - do not share contact lists.
- Confirm / monitor "media / photo consent" if players have opted out of photos being shared.
- Complete injury record forms for any injuries occurred during training or on game day and submit to the Club Secretary.
- Organise with players / parents / guardians rosters for supplying half time fruit.

Game Day Duties

- Double-check fixtures on Friday evening for any changes.
- If players are away, notify the coach early so fill-ins can be arranged.
- Complete and sign team sheets and match reports to Referees prior to the game, and to the DDSC Club Secretary after both home and away game matches.

Behaviour & Welfare

- Remind team parents / guardians to be positive supporters — no shouting instructions or negative comments.
- Check in on players / parents / guardians after injury or extended absences.
- Ensure player welfare and safety at all times. Contact the Club's Child Safety Officer if you have any concerns.

Compliance

- All Team Managers must hold a Working With Children Check (WWCC) with Drouin Dragons SC listed (can be a volunteer WWCC) and complete child safety training as required.
- Report any grievances to the Drouin Dragons SC Secretary
- Escalate disputes on match day to the match official or Drouin Dragons SC Secretary

RELATIONSHIPS:

- Works closely with the Team Coach and Club Secretary.
- Liaises with players, parents / guardians
- Liaises with match officials, ground marshals, other team managers from other clubs.

ACCOUNTABILITY:

The Team Manager reports to Drouin Dragons SC Secretary

ESSENTIAL SKILLS:

- Good organisation skills.
- Great communicator.
- Able to prioritise tasks.
- Passionate about the club and team.
- Understanding of the rules and regulations of the competition.

REMUNERATION:

Free Registration for Team Manager (if player) or one child player

Junior Coach to receive:

1. DDSC Maroon Polo
2. DDSC Maroon Track Jacket
3. Choice of Puffer Jacket, Soft Shelled Jacket or Puffer Vest

The estimated time commitment required as the Team Manager is up to 5 hours per week.