

MAITLAND CITY SOFTBALL CLUB INC TEAM MANAGER RESPONSIBILITIES

The Team Manager serves in a supporting role to the Coach and Scorer of the Maitland City Softball Club Inc. Team/s

Responsible to:

The Team Manager is appointed by Maitland City Softball Club Inc Committee and responsible to other Team Officials, Players and/or Parents/Carers of Maitland City Softball Club Inc.

Responsibilities and Duties:

The team manager handles all administrative tasks and acts as a liaison for the team. These tasks may include some or all of the following:

1. Coordinate the beginning of the year parent meeting.
2. Liaise with Club Treasurer and collect and maintain team funds (if applicable).
3. Maintain the team folder including copy of the team roster, phone #'s and any other relevant team information. This folder is returned to MCSC (along with equipment) at the end of the season.
4. Liaise with Uniform Coordinator and manage the distribution of uniforms.
5. Liaise with Equipment Coordinator and maintain safe and working team equipment.
6. Establish group messaging to communicate with parents & players.
7. Liaise with Canteen/Umpire/Fundraising Coordinators and manage volunteer activities and assist with parent volunteering communications as needed eg. Canteen, Umpire and Ground Duties and Fundraising Events
8. Maintain and update the team's individual FB page (practice schedules, team photos, game scores).
9. Maintain a list of emails and medical and photo approval information for team coaches and parents.
10. Forward all communications sent via email/messenger/text from coach to the team.
11. Forward all communications sent via email/messenger/text from club committee to the team.
12. Other activities as needed by the coaches and/or club committee