



Wootton St George FC **Job Description – Team Manager**

- Read and comply with the Club's "Managers Code of Conduct"
- To hold or be working toward at least a Level 1 coaching award of a type approved by the Club
- To have a valid Emergency First Aid certificate
- To have a valid FA Safeguarding children certificate
- To have a valid CRC check with the club and ensure this is kept in date
- To attend Committee meetings wherever possible or arrange a team representative to attend (attend minimum of three per year for the team manager)
- To seek and arrange a Parent Representative from the team's parents
- To text and email the required team match results and match reports in the timescales set out by the FA and the NDYAL. This can be delegated by arrangement from the Team Manager to the Team Coach / Parent Rep, however, this remains the responsibility of the Team Manager (NDYAL fines payable by the manager if not upheld)
- Promote and use the Club's website
- Make contact with opponents and referees according to NDYAL rules, arrange home matches and check for kit colour clashes
- Book and arrange home match pitches and winter training
- Responsible for the team coach if the team has one
- Responsible for ensuring correct team kit, equipment and first aid supplies available for training and matches
- Follow club rules as layed out in the Constitution
- Ensure player transfers between teams are agreed between both team managers and any parent queries from opposite teams are to be referred to their own team's manager. Final approval of inter club player transfers is to be given by the club committee