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| <b>NORTHERN CHILL VOLLEYBALL CLUB</b>          |                     |
| <b>ROLE DESCRIPTION</b><br><b>TEAM MANAGER</b> | Rev.:<br>2020/08/03 |

## **ROLE DESCRIPTION**

The Team Manager is responsible for the communication between the coach and parents/guardians as well as between the club and the team. The Team Manager assists in the coordination of all activities and additional events for the team and must support the coach in its delivery.

## **SKILLS/QUALITIES RECOMMENDED**

- Good communication and interpersonal skills;
- Ability to work as part of a team;
- Efficiency and organizational skills;
- Basic computer and email skills;
- Time management skills;
- Must have valid credit card.

## **MAIN DUTIES**

- Responsible for securing a block of room reservations for the team once tournament location is posted. Must use Merit Travel (corporate sponsor) to book rooms unless no availability. Must inform President if booking outside of sponsor.
- Responsible for booking coaches rooms and submitting allowable travel expenses to the club (receipt for coaches rooms).
- Responsible for validating coaches attendance at tournaments and the location of the tournament.
- Organize meal planning for the team to ensure everyone eats together and contributes to the meal plan.
- Organize a schedule for lines and scoring for parents/guardians.
- Direct parents to appropriate resources should any issues be brought forward.
- Ensure all jerseys are distributed and collected, washed and ready for every tournament.
- Setup TeamSnap and communicate with your team via this application (Person In Authority policy)
- Be responsible to communicate social activities for your team and collect funds on the club's behalf for all club related social activities (Christmas party, Banquet)



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- Responsible for ensuring Coaches have everything they need on tournament day (ie: team roster labels)
- Represent Northern Chill Volleyball Club in a positive manner
- Provide the Director of Communications with tournament information within 48 hours of the tournament ending
- Upload tournament updates to the Chill Social media sites or provide the updates to the Social Media Coordinator

#### **COMMITMENT**

- As needed

#### **COMPENSATION**

- Honorarium to be provided in the amount of \$500.00