

Team Manager

Mill Woods Minor Football Association

MISSION

TO PROVIDE THE
BEST MINOR
FOOTBALL
PROGRAM IN
EDMONTON AND
IMPROVE THE
QUALITY OF
COMMUNITY AND
SPORTING LIFE
FOR ALL IT'S
MEMBERS.

Function

The main function of the Team Manager is to be the liaison between the General Members and Board Members as well as between the General Members and Coaching Staff. This communication will take place by face to face contact, email and phone calls. The role of the Team Manager is to help with organizing player/parents and informing them of many of the events large and small that take place daily and throughout the season. As well as they help with keeping the team they are responsible organized in many aspects.

Duties & Responsibilities

Leadership

- Good organization and verbal/written communication skills.
- Serve a minimum of a two year term.
- Work closely with Communications Director/Team Coordinator, Volunteer Director/ Team Coordinator, Fundraising Director/ Team Coordinator, and Registrar.
- Attend Bi-Weekly Meetings with Communications Director or alternate.

Operational Planning & Management

- Liaison between coaches and parents.
- Liaison between board of directors and parents.
- Keeps parents informed through regular emails regarding: practices, busses, schedules, fundraising activities, equipment hand out, picture day, jersey night.
- Ensures constant communication between the Team Manager and Co-Manager
- Assist Fundraising Director/ Team Coordinator when needed.
- Assist Volunteer Director/ Team Coordinator when needed.
- Assist Registrar when needed.
- Attend Bi-Weekly Meetings with Communications Director or alternate.
- Organize players during Picture Night.
- Organize players during Jersey Night.
- Report Score to CDMFA Website within 12 hours of the game played.