



## Christchurch United Football Club

### Job Description

Job Title	Volunteer Academy Team Manager
Location	Christchurch Football Centre
Accountable to	Academy coach
Accountable for	All non-football related issues of the team
Team	
Average hours per week	3 hours

#### ROLE SUMMARY.

The role of the Volunteer Academy Team Manager is to oversee all non-football related issues of his team. The Team Manager works closely with the Head Coach and is responsible for communicating with all parents in an appropriate way and if parents have any questions or complaints the Team Manager is the first point of contact.

#### MAIN DUTIES & RESPONSIBILITIES.

##### Managing the team:

- Ensure full compliance with all rules and regulations set by the Mainland Football, New Zealand Football and FIFA
- Attendance at all team games and tournaments during the year
- Send a weekly email and WhatsApp message to inform all parents and players of weekly schedule, rules and any relevant information
- To assist the Head Coach by checking the behavior of all players and parents is within the CUFC code of conduct
- To keep track of all individual play time per game and provide a report to the Head Coach
- To attend at least one training session of the Academy Team during the week and make sure there is effective communication with the Head Coach
- To assign a referee if there is not one appointed by Mainland Football
- To be responsible for:
  - training materials and game day kit of his team

##### Other:

- To attend all parent meetings organized by the CUFC and two parent meetings during the winter season (beginning and end)
  - To organize or delegate at least one team building activity for the team during the winter season
  - Ensure the relationship with children, young people and adults is appropriate and demonstrate appropriate models of behavior, language and demeanor, adhering to the CUFC code of conduct.
-



- **To be responsible for the welfare and protection of children and young persons entrusted to CUFC.** The CUFC will expect you to undertake training to ensure an understanding of best practice in relation to Child Protection and the safeguarding of children and young people in our care.

**QUALIFICATION, SKILLS and EXPERIENCE**

- **Must not be a parent of child within the team**
- Enjoy working with children
- Good recording and reporting skills
- Proficient level of communication and listening skills
- Calm under pressure
- Proven ability to maintain confidentiality
- Excellent and up to date understanding of Child Protection and Safeguard procedures and relevant clearance
- Possess computer literacy, including the ability to work with standard word-processing (Word, Excel, and PowerPoint) tools

**GENERAL INFORMATION.**

The Volunteer Academy Team Manager must at all times carry out his/her responsibilities with due regard to the Christchurch United Football Club policies and procedures in particular Health & Safety, Confidentiality and with regard to the Data Protection.

The Volunteer Academy Team Manager must ensure a positive commitment towards equality and diversity by treating others fairly and not committing any form of direct or indirect discrimination, victimization or harassment of any description.

The above Job Description is not intended to be exhaustive, the duties and responsibilities may therefore vary over time according to the changing needs of the Academy.

**COMPENSATION.**

- Full CUFC training uniform package
- .....NZL dollar voucher from Frontrunner
- **Discounted fee for children (to be discussed) – may not include the following; special programmes, tournaments and holiday camps**

Employee's Signature:		Date:	
CUFC President / TD AD Signature:		Date:	