



Team Manager/Sports Medic/Carer Role Description

Direction

Team Officials will operate under the direction of their Team Coach, the Regional Development Officer and the FWB President.

Responsibilities

Contact and Communication

The Team Manager is the main point of contact for the team and it is their responsibility to ensure all team members are fully aware of all changes to training and match schedules. They will be required to liaise with Football Wide Bay and the parents. The Sports Medic/Carer is the secondary contact if the Manager is absent.

Attendance at Team Training, Matches and State Events

The Team Manager is required to attend all **team training sessions, matches** and State events and during so that they are able to act as a liaison between Football Wide Bay, players and parents. The team **Sports Medic/Carer** is expected to attend matches and State events.

General Duties

- Supervise players under the direction of coach/head manager and FWB Admin
- Wash strips and clothing at State events or away weekends
- Organize various team activities in liaison with the Coach and FWB (*Manager*)
- Attend to first aid and injury prevention/management (*Sports Medic*)
- Advise the Football Wide Bay immediately of any dispute, incident or breach of conduct, and the surrounding circumstances initially by telephone and then in writing to the Zone Secretary (*Manager*)
- Organise documentation for any player leaving the Zone Team for individual return travel. Written documents from the parent/guardian must be submitted to the Admin Officer prior to event. This formally releases the player from the care of the Zone. (*Manager*)
- Managers should note that it is compulsory for Zone Teams and their players to be present at the closing ceremony and for the naming of State Squads. It is usual that these ceremonies commence around 3pm on the final day; therefore departure prior to 5pm should not be planned.

Reports

Each Team Official will be required to submit a report, to the Zone Admin Officer, within 14 days of the completion of the League or Carnival which will include:

- An injury record log that was maintained throughout the event
- A record of any other incidents that occurred on and/or off the playing park
- A completed post-event report as required by the Admin Officer

Inclusions

Football Wide Bay will organise and provide travel, accommodation and food for State events. Insignia clothing, as deemed appropriate by Zone, will be provided to Team Officials.