

MOUNTAIN WARRIORS LIMITED



Squad Manager Role Description

26th April 2007

Main purpose of role:

To be responsible for managing the operational structure for squad activities for specific age groups within the Junior Section of the club. The holder may delegate some of these responsibilities among other suitable volunteers, e.g. in the case where there is more than one team in the squad.

Duties include:

- To be a member of and to attend meetings of the Club Committee.
- To cooperate with the Club in the identification of potential coaches to ensure that at least the minimum number of coaches are in place in relation to the size of the squad;
- Assist the Club to encourage new coaches to become qualified as soon as is practically possible;
- Ensure that contact details of coaches, their qualifications with dates are passed on to the appropriate people within the club;
- Encourage a volunteer for the squad (e.g. a parent/carer) to become qualified as a First Aider, preferably someone that regularly attends;
- To attain and keep up-to-date a recognised First Aid qualification
- To attain and keep up-to-date the NGB Level 1 Coaching Qualification
- Keep a record of all players in the squad with their contact details (including an emergency contact and details of any relevant medical conditions), ensure that all players complete a Club Membership form, that Club membership fees are paid promptly (within one month of joining the Club), and a record is kept of weekly attendance;
- Promote the Club's Code of Conduct, both on and off the field, among players, parents and spectators to uphold the good name of the game and the Club;
- In collaboration with squad coaches, ensure that a suitable structure is in place for the personal development of players;
- Ensure with the help of coaches that an equitable basis for team selection is in place;
- Provide players and parents at the start of the season with a fixture list and training schedule for the team, and update this information with any changes and distribute whenever necessary.
- Confirm a fixture with opposition managers at least 5 days before a scheduled game;
- Contact players or parents to ensure that a team is available for scheduled games;
- Ensure that coaches are available for training sessions and competitive games and that games commence on time;
- Ensure that a referee is available for competitive home games and made to feel welcome at the club;
- Ensure that all pitch preparation (e.g. pitch markers or corner flags) are in place for competitive games promptly;
- Be responsible for ensuring that opposing teams, their management and spectators are welcomed at the Club;
- Ensure that all club equipment and facilities are tidy and secure after their team training sessions and matches;
- Ensure that all appropriate club staff are aware of any last minute changes to published fixtures or training schedules, to ensure availability of facilities;
- Act as the contact point between the Squad and the Club administration;
- Contribute from time to time to the organisation of Club activities, e.g. Festivals and fundraising events.

Liaison with:

- Squad coaches;
- The Club Volunteer Coordinator,
- The Child Welfare Officer,
- The club First Aid Officer
- Parents
- The Chairman, Secretary, Membership Secretary, Fixture Secretary

Responsible to:

- Club chief instructor

Meetings to attend:

- As required

Estimated time commitment:

- 3 hours per month

Term of role:

- Annual appointment, although continuity in the role is desirable.

Document History

Author	Version	Date	Description
Richard Gillies	1	26/04/07	

Reviewers and authorisers

Name	Position	Date agreed	Version	Description
David Clark	Director			Authorisor
Richard Gillies	Director			Authorisor
Wayne Earle	Chief Coach			Reviewer

Distribution Lists

Distribution lists (See separate distribution lists)
Officials
Coaches
Assistant Coaches
Volunteers