**Position Description Form**

Job Title: Team Manager

**Purpose of Position:** The purpose of the Team Manager is to be responsible for the Team Book, assisting with team activities (fundraising, team money handling, attendance records, etc), tracking the Mandatory Play Rule (for football team managers), attending required PFJT&C Board and Team Manager meetings, and the liaison between the team and PFJT&C personnel.

Responsibilities will include, but are not limited to:

- Be at least 18 years of age or older and be an organized individual with time to commit to the team, coaching staff, families, and the PFJT&C organization.
- Have access to email on a regular basis for communicating with players, parents, coaching staff, and PFJT&C personnel. Also, have the ability to print and scan necessary items.
- Required to attend all Team Manager meetings and the May, June, July, August, September, October, and November PFJT&C Board meetings.
- Responsible for collecting and verifying all participant, coach, and other paperwork/forms required for the Team Book (refer to the Team Book Policy).
- The ability to handle confidential information about the team, coaching staff, and families.
- The ability to handle and resolve conflicts that may arise with players, parents, coaching staff, and PFJT&C personnel.
- The ability to delegate and assign tasks, as needed.
- Be present at practice and games or ensure a person of contact is noted for manager responsibility when not able to be present to ensure the Team Book is on the sidelines at every practice and game.
- Assist coaching staff with attendance tracking (records are to be kept in the Team Book).
- Manage the tracking and reporting of the Mandatory Play Rule Policy.
- Manage team fundraising activities and funds. This includes submitting the required paperwork to the PFJT&C Treasurer.

By signing this form, you agree to the responsibilities of this position.

Team: _____ Grade: _____ Season (Year): _____

Name: _____
Printed

Signed: _____ Dated: _____