The Role of the Sports Team Manager

(Job description for Lower Grade and Social Teams)

The Sports Team Manager

Contents

1 Introduction
1. **Introduction**

The role of the sports team manager can be very diverse but it does not need to be difficult or over complicated.

The Manager is part of a team that may comprise the coach and other personnel such as an assistant coach, (possibly a physiotherapist and trainer etc). The importance of interaction between these people cannot be stressed enough.
The coach is always in charge of the team. Mutual consent between the manager and coach will often decide who takes the responsibilities for set tasks for team management. Personnel preferences and strengths need to be considered.

Communication and organization are the keys to being a good team manager.

You must always be prepared to put the team first and your own interests last.

The ideas in this resource are only guidelines. Not all will be appropriate to every manager's situation. Considerations as to whether you manage a team, individual or team of individuals must be taken into account and also the playing level of the team.

A summary of the important roles of the manager

1. Support the coach and liaise with matters relating to the team.
2. Organise equipment for team practices and games.
3. Ensure team members know who, when and where they are playing.
4. Organise the distribution and collection of uniforms and ensure they are worn correctly.
5. Coordinate transport arrangements.
6. Ensure the results of matches are passed to the school or club convener.

2. Preseason

A manager's preseason activities will often start before the team begins training

Team List

Compile a list of players' names, addresses, phone numbers and emails if have them. Make it available to the coach and other team members.
Activities

Find out dates and times for training, selection and in season and any pre season practice times and advise players. Often best to give printed copy of these to players, especially young players to give to parents.

Finance

If in charge of this set out player subs and outline what it covers and doesn’t cover e.g playing uniform and equipment (hockey stick etc).

Uniform

Let players know if uniform provided or if they have to provide themselves. If provided – distribute to players and check they have correct sizes etc. Keep a record of who is given what.

Competition

Find out details of when the competition starts including date and venue and advise players. If a seasonal draw is available, print off and give to each player. Also check competition rules and restrictions with emphasis on areas such as player eligibility.

Code of Conduct

What is required of players both on and off the field? What is considered an appropriate standard of dress and behavior?

Medical

Have a knowledge of medical first aid (attend a course if possible). Ensure there is a well stocked first aid kit available at each practice and game. Have a designated first aid person if not you.

Equipment

Check equipment supplies such as balls, training aids, first aid kit etc are available for the season. Ensure equipment used is in good order (e.g balls pumped up).

3. During Season

Draw

Obtain a full season draw if one is available check it, understand it and make copies available to all team members etc.
Any duty requirements should also include a roster of players responsibilities if appropriate.

Cancellations

Know when and where cancellations will be broadcast and ensure all team members also know. Organise a contact system for last-minute changes so everyone can be contacted easily. You could use texting. Store mobile numbers of parents or players on your phone and text information to them. (Group contacts are good for this as you only need to type text one time.) Other social media options are face book and teamer.net websites.

Liaison

You are in intermediary between the club, school, the player and the coach. Ensure you are aware of what is expected of players with regards to their responsibility to the club/school and that this is communicated to the players. Be careful not to become involved in coach/player disputes. Do not take sides where it relates to team selection policy or similar matters. You may find yourself also handling PR matter with a concerned parent or supporter who has lots of good advice for the coach!!

Practice

Advise everyone of practice and game times and reconfirm when appropriate. Establish a routine with the coach for when you get a chance to speak to the players during practice (often before or after are good times). If you have any important message for the team, everybody must get the same message at the same time. If the situation warrants it, written notices are also appropriate.

Subs

Generally subs should be paid prior to the first game of the season. If this has not been done, overdue subs will need to be followed up. Club or school requirements will need to be considered because non-financial members may not be eligible for team selection or representative honours.

Judicial

If players are involved in judicial hearings, ensure they are aware of the time, date and venue. Also establish who is able to support them at the hearing and the procedure that will be followed.

Transport

Establish who has a vehicle that can be used regularly for away fixtures. A routine also needs to be established for covering running costs.
4. **Post-Season**

**Uniform/Equipment**

Gather in all uniforms and check them against the original allocation. Also collect all other equipment such as the first aid kit, playing equipment and return it to the club/school.

**Photo**

If appropriate, organise the team photo. Check when it will be ready with the photographer and how much each one will cost. Organise the distribution of the photos and collecting payment. Ensure that you receive extra copies that may be required (ie for club records).

**Reports**

Furnish reports to the club/school if required for permanent records, club/school newsletters, etc.

**Trip/Function**

Assist in organizing the end-of-season trip or function if required. Check club/school requirements for sanctioning any travel away (eg must play a game).

**Thanks**

Send letters/visit to thank sponsors and others who have assisted you. The local referees /umpires association would probably also appreciate the gesture if it is appropriate to do so.

**Rest**

*Have one – you’ve earned it!!*

5. **Games**

**Pre-Game**

**Assembly**
What times and where do players need to assemble? Set a routine from the start of the season. This may be determined by the reporting time for sports that have this. Players will also need to know what to wear for assembling.

**Coaching Requirements**

Different coaches have different requirements with regard to dressing room procedure. Some prefer a time just with them and their players, others prefer to leave the players alone for a short time. The manager needs to be aware of this and help keep others out.

**Player Requirements**

Every player has a separate ritual or requirement. Some require strapping, others some form of massage and other may wish to be left alone. The manager needs to be aware of these and respect or assist with them where appropriate.

**Local Conditions**

All playing arenas have their own peculiarities (eg short deadball area; multiple court markings, etc). The players should have an opportunity to identify these before the game begins.

**Water**

Have plenty of water containers filled before warm-up. Know what grounds don’t have easily accessible water as you may need to take your own. Other supplements of food/drink requirements such as oranges or fluid replacement may need to be organised. This is determined by the event or game conditions and the players’ regular pattern. Ensure players have their own drink bottles and these are well marked. The manager also needs to know if certain individuals need other supplements.

**Team Sheet / Registration List**

This generally needs to be completed or handed to the officials well before the start of the match/event. Check the requirements for your sport.

**Security**

Players’ valuables need to be secure during the match and the changing room should be locked. Valuables should be removed even if the room is locked, or you look after valuables.
**During Game**

**First Aid**

If the manager is not personally responsible for first-aid, they need to know who is and that they are available at all times. To complete a basic first-aid course, or at least CPR, would be of immense value. Know the quickest route to the hospital and proximity of the closest telephone. Ensure the first-aid kit is well stocked and on hand – it’s not good locked in someone’s car!!

**Water**

Keep containers/drink bottles as full as possible, particularly leading up to half time. Re-hydrate players whenever the request it within the rules of your game. Every 15-20 minutes is recommended as being appropriate.

**Half-Time**

Know the requirements of your sport and the procedure preferred by your coach. Some players may have specific requirements (eg asthma inhaler) that the manager needs to address. Ensure all players have plenty to drink (this should also be the case at training).

**Substitutions**

For sports that allow substitutions, the manager should be aware of local requirements. Ensure you are in harmony with the coach when communicating with the players – this is generally the domain of the coach but he/she may request assistance from the manager.

**Score**

Keep your own score card or check regularly that it is being done correctly. You may be required to record statistics. Communicate with the coach regarding this.

**Post – Game**

**Officials**

Thank the match officials and the opposition team management. Sign the score card if required.
**Equipment/Uniforms**

Gather in the uniforms and organise for them to be cleaned if this is required. Also collect all equipment such as first-aid kit, ice bucket, water bottles, towels, etc and replenish as appropriate ready for the next game.

**Protest/Disputes**

Know the correct procedure for lodging these and work within the set parameters if the situation warrants it.

**After-match function**

Ensure all players know when and where any function is, particularly if it’s away from home. They should also know what is expected of them as representatives of their club/association with regard to attending these types of functions. Be punctual and appropriately dressed.

**Results**

Get the results to those who require them as soon as possible. This could include club or school..

**Injuries**

Follow up any injured players to ensure they receive the correct follow-up treatment where necessary. This may need to be done a day or so after the game. If they are in hospital, make sure their team-mates and coach are aware of where they are and when they can be visited.

**T.L.C.**

Different players require different things. Some need reaffirmation after the game, particularly if they perceive they played badly. The coach is often not a good person to give this and it may fall on the manager.

If players are away from home, particularly juniors, managers may take on a pseudo-parent role.

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**8. Junior Considerations**

**Permission**
Ensure the correct school/parental/guardian permission is sought and received for junior players, particularly if travelling. Verbal permission is not adequate – written permission is required as a safeguard.

**Parent Liaison**

The manager will often be the best point of contact for parents/guardians. They can also liaise between the parent/guardian and coach. A pre-season meeting the parents/guardians should be arranged stating practice and game times, what is required of the players and what is required of the parents/guardians (eg get to game 30 minutes before state; observe code of ethics with regard to fair play).

Any special needs a child has will need to be known and a record kept.

Determine what will occur if there is late collection from practice or games. Always keep a contact list for your players at all times when the team is together.

**Age Restrictions**

Most sports differ in age restrictions and some from regular season to tournament play. Check with the governing body before the season starts and identify any times where some players may be excluded from playing.

**Behaviour**

Pre-season set out clearly what you expect of the players in terms of behavior. This must be adhered to at all times so the players do not get confusing ideas. A written list for parents and players can be used so there can be no confusion.

**9. Conclusion**

The role of the sports team manager is an interesting and exciting one.

It is often suited to people who are happy to work behind the scenes and can adapt quickly to changing situations.
Remember to communicate regularly with the players and develop a good working relationship with the coach. Be sure of your roles before you have contact with players. A simple job description may be helpful.

This resource is designed to give some useful pointers to assist in the role of a manager.

Good luck, you will find the role rewarding and some to be enjoyed.

Appendix 1

**Athlete Contact List**

<table>
<thead>
<tr>
<th>NAME</th>
<th>ADDRESS</th>
<th>HOME NUMBER</th>
<th>MOBILE NUMBER</th>
<th>EMERGENCY CONTACT</th>
</tr>
</thead>
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Appendix 2

Sample Team Rules
It is a good idea to involve the players when setting the team rules and get their feedback.
Possible Rules

- Be on time to all games, practices and associated events.
- Turn up the game with correct gear.
- Respect the game and its rules.
- Congratulate team mates on good play while game is in progress – be positive.
- Keep negative comments to yourself.
- Enjoy your team mates’ company.
- Recognise the different jobs your team mates have and give credit when these are done well, eg. Goal shooting, defending; scoring.
- Set yourself goals eg. Speed of take off; rate of turnover, make sure these are realistic! Constantly reassess and change these.
- Be happy with your performance but never satisfied – always aim to do better next time.
- Don’t brood on mistakes once they are over.
- Beware of developing the losers limp ie. getting “injured” after making a mistake or in a heavy defeat.
- Be prepared to accept criticism in the right way.
- Give everything you attempt your best effort – not just in sport. Attitude in sports shows up the individual’s attitude to all things.
- Don’t shout about what you are going to do before the match. Do most of your talking on the court – “deeds not words”.
- Listen to all advice but don’t accept it all.
- Ignore any remarks made by spectators or the other team.
- Appreciate the efforts of your team mates, parents and supporters. Realise some of the things they have given up so you can play.
- Try to learn from everyone, even if you learn what not to do.
- If you can’t practice, phone – you should turn up even when injured.