



Hobart Knights Gridiron Club

www.knights-football.com

info@knights-football.com

ABN: 56 477 957 970



Team Manager 2024 Role Description

Position: Team Manager

Location: Hobart, Tasmania

Type: Volunteer / Part-Time

Team: Men's Team

Overview

The Hobart Knights Gridiron Team is seeking a dedicated Team Manager to oversee the key administrative functions of our team. This individual will play a crucial role in ensuring the smooth operation of the team both on and off the field. The Team Manager will work closely with the Head Coach and the Knights Board to foster a positive and organised environment for our players.

Key Responsibilities

Player Registration Process:

- Spearhead the registration process for all players, ensuring that all paperwork is completed accurately and in a timely manner.
- Maintain an up-to-date database of player information, including contact details, medical information, and eligibility status.
- Liaise with league officials to ensure all players are registered according to league rules and regulations.

Player Payments:

- Manage the collection of player fees, including setting up payment plans as necessary and tracking payments.
- Work with the Treasurer to ensure accurate financial records are kept and that all payments are processed efficiently.
- Address any payment issues or concerns in a discreet and professional manner.



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Game Day Operations:

- Oversee all aspects of game day preparation and execution, including venue set-up, equipment management, and coordination with officials.
- Ensure that all players and staff are aware of game day schedules and any specific responsibilities.
- Coordinate with volunteers to assist in various game day roles and ensure a smooth and enjoyable experience for fans and participants.

Administration and Communication:

- Work closely with the Head Coach to ensure that all team administrative needs are met and that communication between coaching staff and players is clear and effective.
- Organise team meetings, events, and other activities, ensuring that all logistics are handled efficiently.
- Serve as a point of contact for players, parents, and league officials for administrative matters.

Skills and Qualifications:

- Strong organisational and time-management skills.
- Excellent communication and interpersonal abilities.
- Ability to work independently and as part of a team.
- Familiarity with the sport of gridiron is not required.
- Experience in administrative roles or similar positions.
- Ability to obtain a WWVP card
- Basic financial management skills for handling player payments and budgeting.



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Commitment:

The Team Manager role requires a commitment throughout the men's gridiron season which runs from June-Sept (Pre-season) and Sept-Dec (Regular Season), with increased activities leading up to and during the season. Attendance at games and key events is expected. Key times include:

Training: Wednesday night 5:30pm until 9:30pm in Hobart/Kingston

Games: Saturdays from Mid-September. Some games are played in Launceston, Kingston & Kermandie. We play a 2 game then bye season.

Season Launch Dinner: Saturday 7th September.

Presentation Night: Wednesday 18th December.

Application:

If you are passionate about football and have the skills to contribute to the success of the Hobart Knights Gridiron Team, we would love to hear from you. Please send an expression of interest letter/email to info@knights-football.com



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