

GB Softball National Teams

Job Specifications

TEAM MANAGER

1. Trials:

- Consult with coaching staff to determine dates, locations and methodology for team trials.
- Publicise trials through BSF website, Facebook etc.
- Book venues and ensure relevant equipment is present.
- Establish database for trialists.
- Help coaches collate information gained from trials.

2. Training:

- Consult with coaching staff to determine training dates and times.
- Book training venues as required.
- Inform players and coaches of training dates and times.
- Attend practices, scrimmages, and competitions.
- Manage and inventory the medical kit and supplies together with the Head Coach and/or the trainer/physiotherapist.

3. Equipment:

- Maintain and manage all team equipment.
- Keep inventory of equipment levels.
- Liaise with Head Coach about equipment needs for training or touring and consult with the GB Management Committee about purchase.
- Arrange for all necessary equipment at training or competition venues.
- Assist in set-up of equipment.
- Assist coaches as needed during practice, scrimmage, and competitions.
- Maintain copies of Permission and Health Forms for access during practices, scrimmages and competitions.
- Provide for food and drink at training session (as appropriate).
- Arrange group or shared transport (if appropriate).
- Assist coaching staff in any other duties related to the successful operation of the team.

3. Communications:

- Establish team database (postal and e-mail addresses, phone numbers, relevant personal data).
- Act as conduit for general communications to players from the coaching staff, the BSF, the GBMC etc.
- Establish a team social media group on What'sApp or similar for internal communication.

- Provide information on team activities and players for the BSF website on request, in conjunction with the Head Coach.
 - Arrange for quality photographs to be taken of the team, players, training and competition to build up team photo library for publicity and fund-raising.
- 4. Sponsorship and Fund-Raising:**
- Provide information as requested for fund-raising efforts on behalf of the team.
 - Co-ordinate fund-raising activities within the team.
- 5. Finances:**
- Keep a cash book on all team income and expenditure.
 - Prepare annual team budget and accounts for the GBMC.
- 6. Uniforms:**
- Arrange for appropriate team uniforms and other clothing to be available and explain to players the system for purchasing uniforms and kit online.
 - Ensure there are sufficient spares and blood kit.
- 7. Team Selection:**
- Play a role on the Selection Committee only if invited to do so by coaching staff.
 - Communicate to players over selection issues if requested to do so by the coaching staff (generally, this will be done by the Head Coach).
- 8. Pre-Competition Logistics:**
- Complete and return entry forms for ESF, ISF and other competitions within deadlines (generally, the forms are sent to the BSF National Teams Officer for signature and submission).
 - Ensure timely payment of entry fees to official competitions through the BSF Treasurer.
 - Ensure all players have relevant ESF player licences for ESF competitions by submitting a long roster according to ESF guidelines.
 - In consultation with coaching staff, arrange for appropriate training camps or sessions and warm-up competitions at home and abroad.
 - Arrange for physio or trainer to travel to competition with the team.
- 9. Travel Logistics:**
- Arrange flights or other means of travel as appropriate (many players will arrange their own transport), plus transfers, accommodation and local transport in consultation with competition hosts.
 - Ensure transport of relevant equipment.
 - Ensure team has supply of GB memorabilia for exchange at competitions.
 - Establish working relationship with key host personnel pre-competition.
- 10. At the Competition:**
- Confirm the provision of transport, accommodation and food and deal with any problems/issues that arise.

- Liaise with tournament hosts re: tournament logistics and regulations.
- Liaise with tournament hosts, parents and other supporters re: social and sightseeing opportunities.
- Ensure uniforms and equipment are ready at appropriate times at the appropriate place. Arrange for uniform laundering.
- At the competition, ensure ice and water are available.
- Liaise with press and other media if required on behalf of the team.
- Liaise with tournament organisers re: technical and off-field matters.
- Ensure all members of the touring party obey agreed off-field rules.
- Troubleshoot and keep everyone happy!

11. Post-Competition:

- Liaise with players re: return of uniforms and equipment (if relevant), financial issues and programme continuation.
- Liaise with the GBMC, coaching staff and players re: de-brief and forward planning.
- Supply competition information to general and internal media, including photographs and statistics.