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.