



Position Guidelines

Position Name: Team Liaison Officer

Overall Role

Supports the Team Managers and enables clear communication between the teams and Club members and the Executive Committee. This role is part of the Executive Committee.

Key Duties

1. Attends monthly committee meetings.
2. Liaises with teams (more specifically Team Managers) and bring issues to Committee meetings for discussion and resolution (if required).
3. Updates Team Manager's folders.
4. Maintains email contact with Team Managers throughout the season and be approachable.
5. Assists the Treasurer in Match Fee collection.
6. In conjunction with other Committee members, coordinates and runs information sessions for Team Managers and Coaches regarding their duties, rights and responsibilities.
7. Liaises with the Registrar prior to Team Photo Day for team lists and assists Team Managers with organizing teams for photo.
8. Responsible for ordering trophies and 5-year medals in August and checks that details are correct. Liaises with Committee regarding President Award and Player of the Year recipients and organises the engraving of the shields.
9. With assistance from Uniforms Officer (or other committee member), keeps a register of playing jerseys and distributes shirts to teams as needed ensuring that Team Managers sign out the playing shirts at the start of the season (refer to Playing Jersey Register excel document and Team Jersey bag sign in/out register).
10. With assistance from Uniforms Officer (or other committee member), organizes the return of the playing shirts at the end of the season and checks them off on the relevant registers.
11. Maintains strict confidentiality in private Club affairs.

Guidance Notes

Notes from previous Team Liaison Officers:

Inform the managers of the role of the position and stress the importance of giving feedback to the Committee re. any concerns they may have or incidents that may occur during the season.

Establish contact between experienced coach(es) and novices for advice when needed.

Where possible talk to team officials on match days to put a "face to the name"

On home match days assist managers and ground officials with setup/take down/keys etc.

A meeting of all Managers should take place a few weeks before the season starts

Useful Contacts	
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President:	PH:
Vice-President:	PH:
Secretary:	PH:
Treasurer:	PH:
Director of Coaching:	PH:
Uniforms Officer:	PH: