



## Norfolk County Golf Union

### Team Manager – Job Description

The Team Manager ensures the smooth running of all team-related administrative, logistical and developmental aspects for both the First and Second teams. The role involves close coordination with team captains, players and the Board to guarantee efficient team management and support player development.

### Key Responsibilities:

#### 1. Administration & Logistics:

- **Match Scheduling:** Liaise with the County Secretary, opposition counties and host clubs to organise dates, catering and other matchday arrangements for both the First and Second teams.
- **Accommodation & Travel:** Book hotels and organise travel arrangements for away matches, including the Anglian League and Six-Man Team events.
- **Practice Matches:** Arrange winter practice matches, working with captains to ensure player availability and preparation.
- **Forms & Documentation:** Complete and submit match forms for home and away fixtures, ensuring all necessary paperwork is filed with the Anglian League and opposition counties.

#### 2. Matchday Attendance:

- Attend all home and away fixtures where possible, ensuring smooth operations on matchdays, including player refreshments and other support.
- Provide assistance and support to the team captains during matches, ensuring all logistical elements run smoothly.

#### 3. Player Development:

- Work closely with the County Development Officer (CDO) and Junior Coaching Team to identify talented young players and support their integration into county teams.
- Ensure players have the coaching resources they need, coordinating with local professionals and monitoring player coaching budgets. Submit invoices for payment to the Treasurer.

#### 4. Player Statistics & Selection:

- Track and analyse player performance and statistics, working with captains and the CDO to monitor progress and inform selection decisions.
- Participate in Selection Committee meetings, providing input on player performance and helping to finalise team selections for each match.
- Announce the final team selections for all matches.

## **5. Team Development & Support:**

- Ensure that the needs of both First and Second team players are met in terms of practice, coaching and other support.
- Develop relationships with players and help maintain a positive team environment, promoting player development and team success.

### **Key Attributes**

- Must be well-organised, dedicated and calendar literate
- Must be able to work as part of a team
- Must have a good understanding and knowledge of golf
- Must be computer literate
- Good report writing, oral and administration skills.
- Experience of County golf is desirable but not essential
- Willingness to travel to as many home and away fixtures as possible is highly desirable
- Flexibility is important in this role

### **Remuneration**

- The role of team manager is remunerated and this will be discussed as part of the interview process.
- All team-related expenses will be covered.