



Alberta Soccer Association

Governing Body of Soccer in the Province of Alberta

TEAM MANAGER – 2014 ALBERTA PROVINCIAL TEAMS

The Alberta Soccer Association is looking to hire four Team Managers to oversee the operational activities of our Provincial Teams during the 2014 program. The success of the teams will depend in large part on the work of the manager to ensure day to day functioning of team activities. Upon the conclusion of the season, managers will receive an honorarium for their services. Travel costs to attend competition are covered by Alberta Soccer.

JOB DESCRIPTION

The role of the Team Manager will be to look after off field matters from the moment the team is chosen to the team's return from their competition.

Primary duties shall include *(but are not limited to)*:

- Administration
 - Management of team budget, including post-trip reconciliation and reporting
 - Flow of communication within team (players, parents, coaches) plus between Alberta Soccer and the team.
 - Participate in Team Managers Meeting, date and time TBD.
- Training Camp – July 14-20, 2014 *Edmonton Location for North Teams/Calgary Location for South Teams
 - Assist Technical Programs Coordinator in the collection of forms for travel/competition.
 - Distribute team uniforms/kits
 - Submit Request for Referees for any exhibition games
- Competition – July 21-27, 2014 to Vancouver, British Columbia
 - Oversee airport check in
 - Supervision of athletes at all off-field times
 - Plan/Provide snacks & some meals
 - Assist with team activities
 - Maintain team medical information binder, equipment, and gear.

REQUIREMENTS

Applicants must provide a copy of a clear Police Information Check, which includes a Vulnerable Sector Search with this application or submit to a new CPIC with VSS at time of application.

Applicants must not have a relative named to the roster of the team in which they have applied to Manage.

Experience with managing a team is preferred but not required.

Must be available for onsite support the week of training camp, July 14-20, 2014

Must be available to travel for the week of competition, July 21-27, 2014

Return completed application by 4:30pm on June 27, 2014



ALBERTA SOCCER PROVINCIAL TEAM MANAGER APPLICATION

SECTION 1- PERSONAL INFORMATION

Name: _____

Address: _____

City: _____ Postal Code: _____

Home Phone: _____ Cell Phone: _____

Email: _____

SECTION 2- REQUIREMENTS

Do you have a relative named to one of our Provincial Team Rosters? Yes No

If Yes, what is the name and date of birth of the player?

Name: _____ Date of Birth: _____

Do you have a clear, current CPIC with VSS (current is considered less than 3-years old)? Yes No

If Yes, please submit a copy with your application.

If No, please refer to CPIC Application Process document attached to this package and check process required below for you to complete a new application.

My physical address is in Edmonton, I will come by Alberta Soccer's office to apply:

I live outside of Edmonton and require a Volunteer Letter:

I work in a school or hospital and will provide proof of employment with ID:

Please check the team(s) in which you would like to be considered:

13 Girls North 14 Girls North 13 Boys North 14 Boys North 15 Girls

13 Girls South 14 Girls South 13 Boys South 14 Boys South 15 Boys



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SECTION 3 – EXPERIENCE

Are you currently, or have you in the past, managed a sports team?

Yes No

If yes, please briefly outline your Team Management experience:

Please provide any other experience you have which you consider relevant to the Team Manager position:

Submit Completed Application to Tammy McNutt, Technical Programs Coordinator

Email: technical@albertasoccer.com | Fax: 780-474-6300