



Chestermere United FC – Team Manager

DUTIES:

- Must adhere to Chestermere United FC Core Values, Vision, and Mission Statement.
- Must agree to and follow the Chestermere United FC Code of Conduct.
- CUFC information is confidential and must not be shared beyond it's intended purpose.
- Obtain/maintain a Criminal Record Check (CPIC/EPIC) and submit results to CUFC office.
- Attend and participate in CUFC Administrative meetings.
- Complete all requirements to be authorized to be around players.
- Responsible for:
 - Setting up Communication software for the team.
 - Printing game sheets and bringing to games.
 - Ensuring players have met the requirements to be allowed to play.
 - Updating the Coach on players/coaches who aren't eligible to play.
 - Updating game results with CMSA.
 - Communicating with the CUFC office about:
 - Practices
 - Rescheduled games
 - Missing/damaged equipment
 - Tournament attendance requests
 - Provincial attendance requests
 - Incident reports
 - Ensuring that there are always two team officials (or 1 official with another adult) present for games and practices (one of which must be the same gender as the players).
 - Communicating with the team.
- Immediately address any negativity, discrimination and/or bullying, as this will not be tolerated at CUFC.

Updated: March 2024