

## **2024 FOOTBALL NEW BRUNSWICK PROVINCIAL TEAM MANAGER APPLICATION**

The following Team Manager positions are available. Please **list all teams of interest** in your application.

- Under 18 Male – Canada Cup, Regina, SK (July 4-13, 2024)
- Under 18 Female - Women's National Championship, Calgary, AB (July 19-28, 2024)
- Under 18 & 16 – Atlantic Bowl, Charlottetown, PE (July dates TBD, 2024)
- Under 16 – Eastern Challenge, Antigonish, NS (July 16-21, 2024)
- Under 14 - Maritime Challenge, home and away series vs NS (June, 2024)

Application Deadline is **November 3, 2023**

[APPLY HERE](#)

### **TEAM MANAGER POSITION OVERVIEW**

#### **Duration:**

*Under 18 Male – Canada Cup* – March-July

*Under 18 Female – Women's National Championship* – April-July

*Under 18 & 16 – Atlantic Bowl* – May-July

*Under 16 – Eastern Challenge* – March-July

*Under 14 - Maritime Challenge* – May-June

**Travel Requirements and honorariums:** Sackville (primary), Fredericton, Saint John & Moncton. Although this a volunteer position, managers will go to their respective National events where all travel, meal and accommodations are included. Team managers will also be given team clothing and an honorarium to help cover any travel costs for practices.

**Reports to:** Director of Coach, Athlete and Official Development, Football NB

**Description:** The Team Manager will perform the duties associated with the day-to-day business of the team, including but not limited to;

- Being the main point of contact for parents of your team
- Managing registrations
- Volunteer coordination for games and events
- Coordinating and preparing for parent meetings
- Managing fundraising initiatives
- Weekly team communications
- Perform administrative duties as necessary before and during National/Regional competitions by ensuring Football Canada timelines are met.

- Perform all team duties in the best interests of FNB, both financially and in respect for everyone's safety
- Must always conduct themselves favourably without bias and shall take all steps to maintain the integrity of the players, coaches, support staff, and Football New Brunswick.

### **Required Qualifications:**

- The Team Manager position is subject to a criminal record check and Safe Sport online training
- Experience managing and working with others in a team environment
- Strong communication skills
- Strong organizational skills and ability to follow processes
- Ability to manage conflict in a professional manner
- Available on evenings and weekends
- The ideal candidate is free of any conflicts of interest, such as having a child on the team they are managing
- Applicants for these positions are always expected to represent the organization in a professional manner while abiding by all FNB policies.

## **APPLICATION PROCEDURE**

All interested applicants shall [apply online here](#), by November 3, 2023. Within the application we will require a list of your qualifications, relevant experience, willingness to obtain a criminal record check and complete the safe sport training. Please provide three references (one of which must be football related).

To be eligible, you must:

- Be a Canadian citizen and a resident of NB.
- Be a member in good standing with FNB.
- Have a clean Criminal Record Check.
- Not participate in any for-profit football initiatives. This would include owning a for-profit camp/program of your own, or assisting or working in a for-profit camp/program in New Brunswick.

**Football New Brunswick thanks all those who are interested in volunteering in our programs. Only those considered will be contacted.**

## **ABOUT FOOTBALL NEW BRUNSWICK**

Together we provide a fostering of leadership, community, development, health and well-being through the promotion and development of fun and safe football in the province of New Brunswick. for all age groups and genders.