

MSL Team Manager

Position Description



Summary

Title	Victorian Premier League Team Manager
Location	Princes Park, Princes Hill, Melbourne
Reports To	MSL Senior Coachs, Club Administrator
Key Contact	Michael Owen - President president@musc.com.au
Type	Volunteer – KPI based Honorarium

About MUSC

Founded in 1947, Melbourne University Soccer Club is one of the largest senior soccer clubs in Victoria. MUSC's home grounds are at Princes Park in Carlton North, just north of the University's Parkville campus. MUSC provides football opportunities to University of Melbourne students and alumni as well as the general public. In 2023, the club fielded 19 teams, providing football opportunities to over 400 members across a wide range of competition and commitment levels.

MUSC plays an important role in the lives of many university students moving to Melbourne from regional areas, interstate, and overseas, helping them settle in and form social connections through participation in sport. The club prides itself on having an extremely welcoming and inclusive culture, reflected in its diverse membership spanning nationality, age, and gender. MUSC is a player-run club, and values fairness, equity, and quality of experience.

About the Men's State League Program

MUSC enter teams in Football Victoria's Men's State League 4 and MSL5 competitions, the highest competition levels for men's football at the club. Each squad has a senior and reserve team.

In the 2023 season, MUSC finished third in the Men's State League 4 senior competition. In 2024, the squad will push for promotion to State League 3.

Timeline

- Pre-season training and trials to join the MSL Program will be held in November 2023.
- After the Christmas break, pre-season will re-commence in early January 2024.
- The season will commence in late March 2024 and run through to early September 2024.

MSL typically play on Saturday afternoons, with some Friday night games. Training takes place twice a week on weeknights at Princes Park, Carlton. The MSL Team Manager does not need to attend training sessions and/or matches, but the ability to form connections with the coaches and players will be beneficial.

Roles and Responsibilities

The MSL Team Manager will assist the MSL coaches and players, by being responsible for:

1. Maintaining a calendar of training sessions, matches and social events;
2. Assisting with team paperwork, including matchday teamsheets;
3. Assisting players with International Transfer Clearances and registration;
4. Effectively communicating information from coaches and the club to players through the VPL Program's Facebook Group;

5. Overseeing rostering of volunteers to complete the playing group's obligations (canteen/bar shifts, match day marshalling, etc.);
6. Liaising with physios and sports trainers;
7. Overseeing management of the VPL Program's equipment;
8. Ensuring playing kit clashes with opponents do not occur;
9. Providing content for use by the social media team to share the successes of the VPL squad;
10. Incident reporting.

Desired Skills

The ideal MSL Team Manager will:

- Have a passion for football (soccer).
- Have a desire to be involved in a high-performance football environment as a non-player.
- Have outstanding organisational skills.
- Take initiative and problem solve.
- Be a great communicator.
- Be able to take ownership of tasks and work independently.

Honorarium and Protections

This is a volunteer position.

An honorarium of \$1,000 will be paid to the successful candidate to reimburse their expenses incurred to complete the position's duties. The successful candidate will also be provided with a MUSC polo, rain jacket, beanie and backpack.

All MUSC volunteers are protected by the University of Melbourne's Personal Injury Insurance scheme, public liability insurance, and professional indemnity insurance.