

# VPL Team Manager

## Position Description



## Summary

<b>Title</b>	Victorian Premier League Team Manager
<b>Location</b>	Princes Park, Princes Hill, Melbourne
<b>Reports To</b>	VPL Senior Coach, Club Administrator
<b>Key Contact</b>	Michael Owen - President <a href="mailto:president@musc.com.au">president@musc.com.au</a>
<b>Type</b>	Volunteer – KPI based Honorarium

## About MUSC

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 Victorian Premier League Program

MUSC has the biggest women's program in the state, with our highest team competing in Football Victoria's Victorian Premier League. The VPL squad has a senior and reserve team.

MUSC was selected as an inaugural club to participate in the VPL when the league launched in 2021, and is one of the only non-professional clubs to play in the competition.

## Timeline

- Pre-season training and trials to join the VPL Program will be held in November and December 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.

VPL typically play on Sunday afternoons, with some Friday night games. Training takes place twice a week on weeknights (most likely Tuesday and Thursday) at Princes Park, Carlton. The VPL 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 VPL Team Manager will assist the VPL 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 VPL 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.