

Sports Team Manager Job Description

Duties and Responsibilities:

- Develop and execute a full strategy to improve the team's performance within the sports industry
- Engage in financial management by running the team's budget, coordinating and organizing team practices, tournaments, and other events, and ensuring financial sustainability
- Manage the team's photo-taking gathering with the photographer and inform players and parents of the venue and time
- Ensure all team members are totally aware of team requirements, including travel program, lodging, match times, and team tasks
- Collaborate with team members, officials, coaches, and parents to ensure the athletes are properly dressed and informed of training, club functions, and contests
- Distribute the club newsletter and any State Association information, and serve as a point of contact for the team
- **Share the necessary documentation with the team, such as** team list with contact numbers, schedule of practices or games, notice of team photo-taking, and tournament schedules
- Deliver unbiased judgment on any issues that may come up among team members, the coach, supporters/sponsors, and parents
- Ensure all players stay together at the contest, while they are representing the club, and help each other
- Collect funds from players for fundraising, uniforms, and fees, and to pay for club functions and purchase or rental of equipment, ensuring receipts are provided for this money and issued to players or parents, and the funds handed to the treasurer
- Restructure the team's operational procedures, ensure effective use of resources, and reduce administrative transparency
- Utilize effective promotional activities and partnerships to enhance fan engagement and the team's brand recognition

- Discover and raise talented players, coaches, and support staff in building a sustainable competitive advantage
- Help the team and coach behind the bench to operate the gate in indoor season, or to supervise the players that are off the field in the outdoor season
- Always listen actively to parents' worries and pass them on as appropriately as possible to the community representative or the coach
- Ensure all equipment is safe, the first aid kit is ready for use, the players have their own drink bottle, and other necessary things that are required are provided
- Go to the Sports Specific Team Managers conference on the day prior to competition to gather information for the team.

Sports Team Manager Requirements – Skills, Knowledge, and Abilities

- **Leadership:** Sports team managers need to motivate and guide team members or athletes and encourage them to work together to accomplish goals. Inspiring and directing your team well will create a room for collaborative and high-performance culture.
- **Communication:** Interaction with players, other sports team managers, vendors, coaches, organization staff, stadium personnel, agents, lawyers, the media, and other stakeholders is possible within the sports team management career. In this case, the team manager needs excellent oral and written communication skills to explain facts and convince others to make decisions and change their contemplations, and resolve disputes when negotiating contracts and injury situations, developing communication self-confidence in the process.
- **Negotiation:** A sports team manager with good negotiation skills can negotiate a solution with a player to stop them from leaving and negotiate salary in instances where a player declares an interest to join a competitor team. Other situations that require negotiation skills are during sponsorship and advertisement when sponsorship fees and advertising fees are to be received by the players. The major reason why

team managers need to have negotiation skills is because they usually have to negotiate contracts with players, coaches, and other team staff.

- **People Management Skills:** Sports team managers have lots of people including players, companies, sports fans, and sponsors to interact with on a daily basis. It is obligatory to communicate well in exceptional people management skills with others and understand how to deal with them. These skills can be displayed by giving individuals your full attention while also highlighting their speeches. It's important to make excellent use of these people management skills as it's the bedrock of networking with individuals in the sports sector on a regular basis.
- **Analytical Skills:** Making informed judgments is possible with good analytical skills as it helps sports team managers analyze information and the performance of their customers and other organizations, and find answers to issues. Having talented people who face the challenges of the way things have always been done is a clear look of a supportive and innovative organization.
- **Organization:** Organizational skills assist sports team managers in the management of multiple tasks and achieving effective prioritization. You can't be in a mess in your sports team management career. Good organization requires accuracy in order to access various files immediately upon request without being cluttered and to juggle multiple responsibilities. For sports team managers to be able to manage their own time and workload, supervise the work of other employees, attend conferences and training sessions, perform assessments and review company policies, they need excellent organizational skills and properly managed time.
- **Strategic Thinking:** This involves the ability to analyze data, identify trends, and develop innovative strategies to advance team performance. Sports team managers need the ability to outline and execute advanced planning for the long-term business and financial success of their organization. They should be able to set priorities in consonance with company objectives, review systems and policies, attend training, and manage the continuing professional development activities of their team.
- **Multi-Tasking Skills:** The ability to multitask is an essential skill necessary for sports team managers. With a portfolio of clients and each

having its own set of requirements, team managers must apply exceptional multitasking abilities to attend to each of them without getting confused. For sports team managers to help athletes make it to the big leagues, become a superstar athlete, receive offers from prospective employers, and other responsibilities piled up and waiting, they need perfect multitasking skills.

- **Decision-Making:** As a sports team manager, making decisions is a common thing that may occur at any moment. Many of the decisions that are to be made by sports team managers often require quick and confident answers, while others will require that they analyze data and develop the best possible solution, using confidence to achieve this.
- **Time Management:** Managing time effectively will assist sports team managers in completing more of the daily tasks assigned to them, for them to achieve success.
- **Interpersonal Skills:** Leading a team requires building a cordial relationship with people, dealing effectively with them, and gaining the respect of your coworkers. Sports team managers must know and understand their team members very well while still maintain professional boundaries. This requires an expression of your attributes and authority as a team manager while still performing your role as a member of the team.
- **Research Skills:** Having great research skills will help sports team managers understand the industry well to ensure they can properly negotiate the sponsorship fees and appearance fees of their players. The reason for a constant market research is to negotiate a better deal and avoid going into a deal that is less profitable for the team. Therefore, sports team managers need to keep abreast of industry development and changes.
- **Accounting and Budgeting:** Because of the total amount of money involved, the finances of a sports team may not be easy to manage. However, having good accounting and budgeting skills help ease this load on the sports team manager as they have some basic knowledge to assist them. These skills could further be useful for the sports team manager to know how much public donations and sponsorship to ask for help to keep the sports team going.

- **Flexibility:** This skill will help you take on roles you normally wouldn't while still handling several different tasks at the same time. There are a lot of various things that are not in the job description that you will be tasked with doing them when working in sports team management. The management needs the team manager to display some flexibility skills when performing duties.
- **Ethics:** Having a strong sense of ethics is required among sports team managers as ethics are essential in sports. The principles that guide sports prohibit using performance-enhancing drugs, cheating scandals, and some tricks athletes and teams utilize in order to win that are against the rules. It is therefore your duty as a sports team manager to set an example and create a positive reputation, making right decisions to significantly make an impact.
- **Event Coordination:** Sports team managers need the ability to plan and organize events sponsored by the sports team. They need demonstrated experience in coordinating complicated events and accomplishing them within set timelines and budgets, and proven track record of addressing challenges during event coordination.
- **Mentorship:** Sports team managers need to be supportive to the team and pass their knowledge, experience, and skills on and share them with others. They can achieve this by coaching and counseling staff and developing their skills and confidence. The mentorship ability will make sports team members seek progress of team members and drive them to a greater career height.