|  |
| --- |
| **POSITION DESCRIPTION – Association Team Manager** |
| **Organisation:** |  Mandurah Netball Association |
| **Job Title:** | Team Manager *Mandurah Netball Association*  |
| **Position Type:** | Voluntary |
| **Reports to:** | Association Development OfficerTeam Coach |
| **Currently filled by:** |  |
| **Commencement date:** |  |
| **End date:** |  |
| **Time Commitment:** |  |
| **POSITION REQUIREMENTS** |
| **Purpose**To manage and coordinate a *Mandurah Netball Association* team as assigned by the ADO |
| **Knowledge/Skills*** Organisational and time management skills
* Interpersonal communication skills
* Commitment to the team and its members
* Enthusiasm and positive outlook

The Team Manager’s role varies from one team to the next. The final list of responsibilities will be determined by the coach and the ADO, depending on age of the athletes, the nature of the event and the skills and qualifications of the other accompanying adults.You may be asked to ensure the schedule is followed, for example, curfews, mealtimes, training sessions dependent on the event attended and at what time you are appointed in the Development Calendar.You may be asked to participate in the preparation of food during a camp or to pick up food and deliver it to the team at an event, but in general you will be asked to help the team coach decide the best way to manage the team and assist wherever possible. |
|

|  |
| --- |
| **RESPONSIBILITIES AND DUTES** |

* Attend final selection and team announcement trial
* If required to live-­‐in during Association Championships, for the assigned team
* If possible, attend all training sessions
* Keep a register of personal particulars for each player. Phone Contact, Address, Email, Allergies, medications, any special or confidential home situation if it effects training or playing. SPECIAL NOTE: All electronic contact is only to be with a nominated

 parent or guardian. NO phone calls, text messages or Facebook (similar) communications to go directly to minors unless in the  form of a written note. And then a text message to go to each nominated parent or guardian, to advise of a note coming home.* Coordinate with Junior Players’ parents, to keep advised in writing of their itinerary and activities
* Be responsible for uniform management in consultation with Property Officer
* Be responsible for uniform orders in liaison with Property Officer
* Handle any emergencies with common sense and according to our codes and guidelines
* Arrange and/or assist in fundraising where required
* Liaise with Property Officer re: property (balls, bags, bibs etc.) and be responsible for all team equipment
* Arrange for the treatment of any player who is injured or ill during training and tournaments
* Attend all tournaments the team enters and remain with the team for the duration of the tournament
* Arrange for each team member to have a fixture and all necessary information for each tournament
* Collect and complete score cards at tournaments
* Organise drink and ice requirements during tournaments
* To attend presentation at any tournament the team participates in
* Be responsible for team ‘Best Player’ voting. Team voting slips to be placed in a sealed envelope and given to the Assistant ADO at the conclusion of the tournament. In her/his absence they shall be given to the ADO
* Be responsible for the off court well-­‐being and behaviour of the team and ensure they represent the association with honour by acting with respect for the rules, opposition, officials and host Organisation
* In liaison with the coach ensure that all members are appropriately dressed in ***Mandurah Netball Association*** uniform with appropriate socks and briefs
* Liaise between player/coach/parents if necessary
* Support and assist the coach as required
* Be responsible forthe return of posts to the shed, and general tidiness of the courts after training. That no equipment or property is left behind
* Collection of uniforms: to collect all team uniforms at the completion of the tournament before the players leave the venue
* Ensure all uniforms, including the Team Coach’s and their own, are returned cleaned to the Properties & Equipment Officer on the first available playing date after State Championships
* Endure that when all team equipment is returned to the office, the Property Officer Signs off acknowledgement of receipt of all equipment and 12 uniforms. Sufficient time to accomplish this should be allowed
* Attend as a guest, the presentation wind up Development Dinner after State Championships
 |

|  |
| --- |
| **ADDITIONAL INFORMATION** |
| **Selection Criteria:*** Working With Children Check if held
* If no WWC is recorded – other photo ID must be supplied
* Be over 18 years of age – except where dispensation is approved by the ADO
* Provide details of two referees who can attest to the applicant’s suitability to the role if they are contacted
* Current 1st aid certificate desirable
 |
| **The opportunity to:*** Work as part of team dedicated to the growth and development of *Mandurah Netball Association*
* Meet and network with other volunteers and industry professionals
* Have input into the goals and objectives of *Mandurah Netball Association*
* Use one’s skills in a positive and engaging manner
 |
| **Reimbursement** of Out-­‐of-­‐Pocket Expenses(subject to advance authorization and presentation of receipts)  |
| **For further information regarding this position please contact** ***Mandurah Netball Association******Email :*** ***mna@bigpond.net.au******Phone : 089581 5054*** ***Please note the Office is only attended Monday and Friday from 10am-2pm*** |
|  |