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| **POSITION DESCRIPTION – Association Team Manager** |
| **Organisation:** |  |
| **Job Title:** | Team Manager of *(Association name)* Team |
| **Position Type:** | Voluntary/Paid  |
| **Reports to:** | Association Development OfficerTeam Coach |
| **Currently filled by:** |  |
| **Commencement date:** |  |
| **End date:** |  |
| **Time Commitment:** | *Approximately 15 hours per week* |
| **POSITION DETAILS** |
| **Purpose*** To managing and coordinate the *(Association name)* team throughout the season
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| **Knowledge/Skills*** Organisational and time management skills
* Interpersonal communication skills
* Commitment to the team and its members
* Enthusiasm and positive outlook
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| **Typical time commitment*** *Approximately 15 hours per week throughout the year*
* *May be busier during registration period (generally February to April) and Saturday mornings through the winter season (May to September) may be required*
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| **Responsibilities and Duties*** Attend final selection and team announcement trial
* Required to live-in on any training camps held for the team
* Attend all training sessions and tournaments
* Keep a register of personal particulars for each player
* Junior Players’ parents must be advised in writing of their itinerary and activities
* Be responsible for uniform deposits and orders in consultation with Uniform Registrar, as well as uniform return upon end of season
* Arrange and/or assist in fundraising where required
* Liaise with Equipment Coordinator to organise 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
* Collect and complete score cards at tournaments
* Be responsible for team ‘Best Player’ voting
* Be responsible for the off-court well-being and behaviour of the team and ensure they represent the Association with honour

**Member Protection*** You may be required to obtain a Working With Children Check (*if usual duties involve, or are likely to involve, contact with a child (under 18))*
* If exempt from Working with Children Check, you may need to obtain a Volunteer National Police Certificate
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| **ADDITIONAL INFORMATION** |
| **Volunteering in this position gives you the opportunity to:*** Work as part of team dedicated to the growth and development of *(Association name)*
* Meet and network with other volunteers and industry professionals
* Have input into the goals and objectives of *(Association name)*
* Use one’s skills in a positive and engaging way
* Develop a greater understanding of sports management structures

For further information regarding this position please contact *(Association name) (Association contact details)* |
| ***This position description is intended as an example/template only. It is the expectation of Netball WA that each Association/Club customise the content to suit their individual needs*** |