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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 Officer  Team 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 | |
| **Knowledge/Skills**   * Organisational and time management skills * Interpersonal communication skills * Commitment to the team and its members * Enthusiasm and positive outlook | |
| **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* | |
| **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 | |
| **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*** | |