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Department of
Local Government, Sport
and Cultural Industries



PRINCIPAL PARTNER



GOLD
INDUSTRY
GROUP

POSITION DESCRIPTION – Association Team Manager

Organisation:	
Job Title:	Team Manager of (<i>Association name</i>) Team
Position Type:	Voluntary/Paid
Reports to:	Association Development Officer Team Coach
Currently filled by:	
Commencement date:	
End date:	
Time Commitment:	<i>Approximately 15 hours per week</i>

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

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- 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