

## Marie Little Shield – Western Swans Team Manager Position Description



<b>Organisation:</b>	Netball WA
<b>Job Title:</b>	Marie Little Shield - Western Swans Team Manager
<b>Position Type:</b>	State Team Official
<b>Reports to:</b>	Netball WA – Participation Coordinator
<b>Location:</b>	Based in Perth – Gold Netball Centre, Jolimont 6014
<b>Program Duration:</b>	May to September 2025
<b>Time Commitment:</b>	Training 1-2 sessions a week and Marie Little Shield Competition

### Position Details

#### Position Overview

Reporting to the NWA Participation Coordinator, the Western Swans Team Manager will be responsible for the welfare of the coaches, support staff and players during the preparation phase and at Western Swans Team Events.

The Western Swans Team Manager will work inclusively and collaboratively with NWA staff; selected Western Swans Coaches, Officials and Support Staff.

#### Essential Criteria

- Previous experience in netball team management at an Association level or higher, including working to a budget;
- Highly organised with excellent time management skills;
- Ability to work as part of a multi-disciplinary team;
- Experience and understanding of players with a disability, behaviours and development including physical, social and emotional aspects;
- Effective communication and interpersonal skills;
- Understanding of the needs of a player with an intellectual and possible physical disability/or limited range of movement;

#### Mandatory Requirements:

- Current “C” class WA driver’s license;
- Current Netball WA Affiliation.
- Adhere to relevant NWA policies and procedures in relation to the Western Swans;
- At all times ensure a Child Safe environment.
- Comply with the Netball Australia Member Protection Policy and Child Safeguarding Policy.
- Comply with the WA Working with Children Check (WWCC) Legislation which means:
  - If your usual duties involve, or are likely to involve, contact with a child under 18 you will be required to obtain a WWCC;
  - If you fall into a WWCC exemption category, a Volunteer National Police Clearance Certificate is required.
- Promote and uphold NWA’s philosophies and values;
- Adhere to the Competition rules.

#### Key Responsibilities

The Western Swans Team Manager is responsible for:

- All matters pertaining to the players and team officials during the Western Swans Program, which may include; equipment, transport, team photo, player/official misconduct, management of players physical/medical needs, program administration, budget and meals;



- Manage the team during the competition, including being responsible for the set-up of the team bench and for all match paperwork before, during and after any games;
- Immediately reporting to the NWA Participation Coordinator, matters of misconduct from any player/team official.
- Follow up with individual players to ensure all player levies, agreements and required paperwork has been submitted by the due date to NWA Participation Coordinator;
- In conjunction with the Western Swans Head Coach develop the menu for MLS competition days, ensuring any players medical and/or allergy requirements are addressed;
- Liaise with NWA Participation Coordinator, regarding all financial aspects of the MLS State Team Program and control all monies ensuring receipts are kept for all expenses;
- To wear prescribed team uniform in a professional and tidy manner at all official team sessions, on and off court.

#### **Practical Involvement**

Available for all Western Swans activities including, but not limited to:

- Scheduled meetings and planning sessions;
- Trials and training sessions and events;
- State Team supplementary activities;
- Professional Development activities;
- Post Program review(s).

#### **Player Management**

- Ensure players comply with any Netball Australia/NWA paperwork completion, medical and injury management reporting requirements;
- Collaborate with Western Swans Head Coach, relevant NWA staff and multi-disciplinary team members regarding player wellbeing.
- Adhere to all protocols surrounding Western Swans players including provision of medication etc.

#### **Child Safe Statement**

NWA is committed to creating and maintaining a child safe, child friendly organisation, in accordance with the National Principles for Child Safe Organisations and in addition to adopting Netball Australia's Child Safeguarding Policy. All NWA staff and NWA engaged volunteers are responsible for promoting and protecting the interests, safety and wellbeing of children and young people. We require all applicants that will work with children to undergo a screening process prior to appointment.

#### **Term**

The position is for the 2025 Western Swans program term, from May through to the completion of Marie Little Shield state competition.

#### **Remuneration**

The Western Swans Team Manager will be provided an honorarium on completion of the full program.

#### **Hours of Work**

The Western Swans Team Manager role requires after hours and weekend work as per the Western Swans program schedule.

#### **Application Process**

Applications are to be completed using this link [Western Swans Officials Application Form](#)

#### **Application Closing Date**

9am Monday 28<sup>th</sup> of April 2025

#### **Contact**

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