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| **POSITION DESCRIPTION – Club Team Manager** |
| **Organisation** |  |
| **Job Title** | Team Manager of *(Club name)* Team |
| **Position Type** | Voluntary/Paid  |
| **Reports to** | Team Coach |
| **Currently filled by** |  |
| **Commencement date** |  |
| **End date** |  |
| **Time Commitment** | *Approximately 5 hours per week* |
| **POSITION DETAILS** |
| **Purpose*** To manage and coordinate the *(Club name)* team throughout the season.
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| **Knowledge/Skills*** Excellent communication and interpersonal skills
* Act with integrity, confidentiality, and objectivity
* Current Senior First Aid Certificate
* Organisational and time management skills
* Commitment to the team and its members
* Enthusiasm and positive outlook
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| **Typical time commitment*** *Approximately 5 hours per week throughout the year*
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| **Responsibilities and Duties*** Abide by Club and Association Policies and Procedures as well as the Codes of Conduct
* Liaise with the team coach and other club officials as required on team matters
* Support the coaching staff as required
* Keep a confidential register of players details (including medical information and emergency contact details)
* Ensure all required paperwork is completed by the athletes and coaches by the required dates
* Manage the commitments of the team during the season
* Ensure all equipment is ready and available for training sessions and competition games
* Ensure athletes have all required uniforms, fixtures, information etc (if under 18 ensure parents are also advised of any team/club information)
* Be available to answer queries from parents, and players (relating to managers responsibilities, player performance/court time must be directed to the coach)
* Attend final selection and team announcement (if required)
* Attend training sessions and competitions
* Arrange and/or assist in fundraising where required
* Arrange for the treatment of any player who is injured or ill during training or games (get parent consent if under 18)
* Collect and complete scorecards
* Arrange parent roster for timing and scoring (as required)
* Be responsible for the team’s ‘Best Player’ voting (if required)
* Provide end of season report to Club (if required)

**ESSENTIAL*** 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 an WWCC exemption category, a Volunteer National Police Clearance Certificate is required.
* Promote and display the Associations/Clubs values and behaviours
* Promote netball in a positive manner
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| **ADDITIONAL INFORMATION** |
| **Volunteering in this position gives you the opportunity to:*** Work as part of a 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 your 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 and contact details)* |

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| ***NWA-RES-22 Club Team Manager PD******This position description template/example has been developed for Associations/Clubs to assist them in developing their own resource. It is the expectation from Netball WA that each Association/Club customise the content to suit their individual needs. Please note that the ESSENTIAL is a requirement and should not be deleted, however may be expanded on as required.******Created: May 2023*** |