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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. | |
| **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 | |
| **Typical time commitment**   * *Approximately 5 hours per week throughout the year* | |
| **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 | |
| **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*** |