



NEWTON JAGUARS NETBALL CLUB

POSITION DESCRIPTION – Team Manager

ORGANISATION:	Newton Jaguars Netball Club
POSITION TITLE:	Team Manager
POSITION TYPE:	Voluntary
RESPONSIBLE TO:	Team Coach
TERM OF OFFICE:	One year
TIME COMMITMENT:	Hours per week as negotiated

POSITION REQUIREMENTS

PURPOSE:

To provide support to the Team Coach with administrative and organisational support. Provide all team members with support at training and in competition

KNOWLEDGE / SKILLS:

- Strong leadership and communication skills to effectively liaise with Coach, Players, Parents and administrators
- Good people skills and interest in all aspects of NJNC
- Able to promote and work in a team environment
- Maintain confidentiality on relevant NJNC matters
- Good organisational skills
- Sound knowledge of Selection procedures
- Previous experience in management of a Club Team
- Current First Aid Certificate ideal
- Knowledge of netball the rules and regulations of the competition
- Knowledge of Match day routines and regulations
- IT competency – familiar with basic operating systems, Microsoft office

RESPONSIBILITIES AND DUTIES

- Promote an active “BELIEVE IT – ACHIEVE IT” culture in NJNC
- Be well informed on NJNC activities
- Aware of Club Constitution, By laws, Policies and Procedures relevant to the role
- Administration and management of the team
- Develop routine to support training program
- Develop routine check list to be prepared for match day
- Liaise with the Coach to confirm a checklist regarding specific tasks to be carried out on training sessions and Match day.
- Liaise with the Coach to confirm the routine and timings for training and match day.
- With the coach ensure players observe and comply with the match day routine
- With the Coach communicate those routines so that it eliminates waste of time and players are focused on their tasks.
- Communicate with players, parents, coaches, and officials to ensure players are appropriately dressed for training competition and NJNC function



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RESPONSIBILITIES AND DUTIES CONTINUED:

- Have rosters for parents to assist with timekeeping and scoring
- Act as liaison officer between the NJNC and the team
- Ensure all equipment required including First aid kit is available for the team and players have their own drink bottles
- Ensure that player welfare and safety requirements for the team are met for training and competition
- Ensure that best and fairest votes are emailed to the NJNC as required
- Distribution to player, parents and coaches the NJNC newsletter and any Netball SA information.
- Actively promote support of NJNC fundraising initiatives to parent and players.
- Players under the age of 18 are required to be supervised at all times when in the NJNC care

ADDITIONAL INFORMATION

REQUIRED CHECKS:

- Working with Children Check
- DSI check

THE OPPORTUNITY TO:

- Work as part of a team of people dedicated to the growth and development of netballers, coaches and officials of NJNC
- Have an active input into the goals and objectives of the NJNC
- To provide skills in a positive, engaging and challenging way
- Be an active contributor to providing a safe, caring and positive environment for young people being involved in the NJNC
- Be part of a group of people dedicated to the development and longevity of the NJNC

REIMBURSEMENT OF OUT OF POCKET EXPENSES:

- Subject to advanced authorization and presentation of receipts

FOR FURTHER INFORMATION REGARDING THIS POSITION PLEASE CONTACT THE PRESIDENT OR SECRETARY OF THE NEWTON JAGUARS NETBALL CLUB ON THE WEBSITE