



# POSITION DESCRIPTION

<b>POSITION DESCRIPTION – TOUR MANAGER</b>	
Organisation:	West Coast Men’s Mixed Netball
Job Title:	Tour Manager
Position Type:	Voluntary
Reports to:	President Vice President
Direct Reports:	Volunteers – On Tour Athletes – On Tour
Commencement date:	1 <sup>st</sup> August 2024
End date:	31 <sup>st</sup> May 2025
Time Commitment:	Approximately 8 hours per week, plus tour
<b>POSITION DETAILS</b>	
<b>Purpose</b> <ul style="list-style-type: none"> <li>The Tour Manager will provide the required support and guidance to Players, Coaches, and all support staff to ensure they receive the required opportunities to achieve their tour goals.</li> </ul>	
<b>Knowledge/Skills</b> <ul style="list-style-type: none"> <li>Good communication skills.</li> <li>Experience working independently and as an integral part of a team.</li> <li>Be motivated and proactive with an ability to use your initiative to solve problems.</li> <li>Ability to set priorities, plan work programs, meet deadlines and manage time effectively.</li> <li>High level interpersonal skills and ability to liaise at all levels with key stakeholders.</li> <li>Understanding of sport culture and organizations, including working with volunteers.</li> <li>Ability to multitask and focus on several issues simultaneously.</li> <li>Friendly and caring attitude.</li> <li>Is well informed of all Club activities, and is aware of the future direction and plans of the Club.</li> <li>An understanding of the Club’s Policies, Procedures, Constitution, and By-Laws, or a general understanding of Governance and these types of documents.</li> <li>Able to lead a team and exude strong diplomacy skills.</li> </ul>	
<b>Typical time commitment</b> <ul style="list-style-type: none"> <li>Approximately 8 hours per week increasing in the lead up to, immediately before and immediately after tour.</li> </ul>	
<b>Responsibilities and Duties</b> <ul style="list-style-type: none"> <li>Adhere to all WCMNA policies and procedures regarding the State Team program.</li> <li>Be a role model and have appropriate public relations skills to work with council members, business members, and West Coast Thunder Athletes.</li> </ul>	



#### Pre Tour:

- Attend planning meetings with WCOMMNA staff when required.
- Organise quotes for accommodation and travel and present to Treasurer to ensure budget isn't exceeded.
- Work with the committee to ensure all travelling athletes and staff receive the information regarding arrival and departure times, meetings and expectations around behaviour in a timely matter.
- Work with the committee to manage communication to all athletes and staff around travel times to ensure everyone is aware and has the correct information as early as possible for personal time management.
- Work with the Secretary and Media team to deliver a tour manual that is delivered to all athletes and staff.

#### On Tour:

- Be available to assist at all times in the event that there is a matter that requires support.
- Make reasonable and rational decisions with regards to behaviour and discipline of individuals where required and seek the support of Committee members when necessary.
- Act as liaison and first point of call for AMMNA/ Host State for any matters that may arise during the Tour.
- Ensure that the safety of all members and in particular junior members is maintained at all time, in conjunction with the WCOMMNA Member Protection Officer.
- Enforce the WCOMMNA Code of Conduct and AMMNA Code of Conduct and take the appropriate action with regards to breaches of either of these codes.
- May be required to work on other campaigns including regional, national and international tours if required.

#### Post Tour

- Submit an end of season report to the WCOMMNA Committee for publication.

#### Qualifications and Experience

- Previous experience in managing and travelling with sporting teams at a state level.
- Sound knowledge of the rules and regulations of the competition and the Association
- Driver's license
- Good working knowledge of the constitution and bylaws.

#### Member Protection

- You will be required to obtain a Working With Children Check
- 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:

- Lead a team dedicated to the growth and development of West Coast Men's Mixed Netball
- Meet and network with other volunteers and industry professionals
- Have input into the goals and objectives of West Coast Men's Mixed Netball
- 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 Secretary of West Coast Men's Mixed Netball on [admin@wcommna.com.au](mailto:admin@wcommna.com.au)

