



POSITION DESCRIPTION

POSITION DESCRIPTION – TEAM MANAGER	
Organisation:	West Coast Men’s Mixed Netball
Job Title:	Team Manager
Position Type:	Voluntary
Reports to:	Manager Coordinator Team Head Coach
Commencement date:	1 st September 2024
End date:	31 st July 2025
Time Commitment:	Approximately 8 hours per week, plus tour
POSITION DETAILS	
Purpose <ul style="list-style-type: none"> To managing and coordinate the West Coast Men’s Mixed Netball team throughout the season 	
Knowledge/Skills <ul style="list-style-type: none"> Good communication skills Experience working independently and as an integral part of a team. Be motivated and proactive with an ability to use your initiative to solve problems. Ability to set priorities, plan work programs, meet deadlines and manage time effectively. High level interpersonal skills and ability to liaise at all levels with key stakeholders. Understanding of sport culture and organizations, including working with volunteers. Ability to multitask and focus on several issues simultaneously. Friendly and caring attitude. Is well informed of all Club activities, and is aware of the future direction and plans of the Club. An understanding of the Club’s Policies, Procedures, Constitution, and By-Laws, or a general understanding of Governance and these types of documents. Able to lead a team and exude strong diplomacy skills. 	
Typical time commitment <ul style="list-style-type: none"> Approximately 10 to 15 hours per week this depends on the role and can vary . 	
Responsibilities and Duties <ul style="list-style-type: none"> Attend team training sessions in conjunction with coach, as required. Securely maintain a register of personal particulars for each player. Junior Players’ parents must be advised in writing of their itinerary and activities. Assist the Coach in managing parent behaviour and expectations in accordance with WCOMMNA policies. 	



- Assist the uniform coordinator to ensure player orders are completed and distributed on arrival.
- Arrange and/or assist in fundraising where required.
- Liaise with Equipment Coordinator to organize property (balls, bags, bibs etc.) and be responsible for all team equipment.
- Arrange for the treatment of any player who is injured or ill during training and tournaments.
- Attend AMMNA National Championships.
- Collect and complete score cards / rolling substitutions at tournaments.
- Maintain a record of games played by each player and submit to secretary after the tournament.
- Be responsible for team voting in accordance with WCOMMNA policies and procedures.
- Abide by Club and Association Policies and Procedures.
- Advise the Committee in writing of any send offs that occur in matches.
- Ensure at all times, the team behaviour is appropriate in accordance with the AMMNA and WCOMMNA Codes of Behaviour and meets all dress code requirements.
- Responsible for organizing meals and resources for team on tour.
- Working with Coaching staff around providing support to ensure team is supported and is well equipped.

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

