

POSITION DESCRIPTION

Netball Team Manager (4)

Non-Committee Role

Non-committee level position, plays a vital role in having a job without the extra commitment.



Objectives

- To ensure all competition matters are dealt with efficiently and in a timely manner for the team managers grade of competition.
- Provide administrative support to the coach.
- Arrange the required support staff for games to take place.
- Support the coaching staff to make sure the required administrative and support arrangements are in place so that coaches and players can concentrate on the game.

Responsibilities

- Work with equipment manager to ensure the coach and players are provided with sufficient equipment for the efficient operation of the team.
- Work with netball registration officer ensure all players are either currently registered with the league.
- Provide support for playing group where needed for issue resolution.
- Provide the secretary with a list of all players and keep all players lists updated as every change is made.
- Ensure other support staff has been appointed and are in attendance as required.
- Ensure the integrity of best and fairest voting in accordance with club policy.

Match Day Responsibilities and Tasks

- Complete the required sections of league score books prior to match commencement in line with league rules.
 - Ensure all players named on the team sheet.
 - Ensure first and surnames are spelt correctly.
- Club best & fairest.
 - Vote cards are to be distributed to opposition scorer and umpire prior to the match and collected after the match.
- Drinks.
 - Ensure player's drinks and other items needed are grouped at the bench.
- Statistician.
 - Statistician to be provided for the senior team (if required by the coach).
- Transport of warm up equipment.
 - Team managers are responsible for the transport of equipment to away matches.
- Awards.
 - Determine, with appropriate staff, best player awards for the team.
 - Prepare match awards for distribution.

Relationships

- Reports to the Netball Operations Coordinator
- Liaises and supports the coaches and players.

Accountability

- The team manager is accountable to the netball operation coordinator and the coach of that team which they manage