



JOB DESCRIPTION

Team Manager

The Team Manager is responsible for the administration and management of the team. Ensures the welfare of all team members at training and competition.

Job Description

- Is up to date with contents of the Team Manager Information Sheet online
- Liaising with all team members, parents, coaches and officials to ensure the players are appropriately dressed and informed of training, competition and functions.
- Adjudicating any problems that may arise amongst team members, parents, the coach and supporters.
- Acting as liaison officer between the club and the team.
- Ensuring all equipment is safe, the first aid kit is ready for use
- Ensuring the scoresheet and any other rules/regulations of the competition are carried out.
- Ensuring all welfare and safety requirements for the team are met.
- Athletes under 18 years must be supervised at all times. It is extremely important that all team managers are aware of the Netball Victoria Member Protection Regulation.
- Distributing to players and coaches any communication (ie newsletters, notices) from the Club.

Knowledge and Skills Required

- Strong interpersonal and oral communication skills including the ability to effectively liaise with players, parents, coaches and administrators.
- Strong organisational skills.
- Sound knowledge of the selection procedures and rules/regulations of the competition.
- Current First Aid Accreditation highly regarded.
- Hold or apply for a working with children check

Estimated Time Commitment Required

The estimated time commitment required as a Coach of Donvale Netball Club is Saturday Competition Day of 1.5 hours per week throughout the season. Ideally a Team Manager is available for the 12 month period.