

# Position Description

<b>Position title:</b>	Rubies Netball Team – Team Manager
<b>Department:</b>	Netball
<b>Reports to:</b>	<ul style="list-style-type: none"> <li>• Pre-Elite Pathways Coordinator</li> <li>• Rubies Netball Team – Head Coach</li> </ul>
<b>Reportable Positions: (direct reports)</b>	
<b>Details</b>	Volunteer Position, with Honorarium Payment June 2021 – September 2021
<b>Date Approved:</b>	

## Environment:

Netball SA (NSA) is the peak State Sporting Organisation for netball in South Australia and is affiliated with Netball Australia (NA). Netball is the leading women's participation sport and top team-based sport in Australia.

NSA is responsible for the governance, development, promotion, and administration of netball throughout South Australia and has the responsibility for servicing its 35,000 members, the operations of Netball SA Stadium and the running of its elite team, the Adelaide Thunderbirds.

## Position Scope:

Rubies Netball Team (RNT) Team Manager is responsible for all matters pertaining to the athlete off the court, particularly athlete wellbeing during the One Netball Marie Little Shield (ONMLS). Further, the Team Manager is the primary facilitator between NSA and the management of the team.

## Key Relationships:

- Pre-Elite Pathways Coordinator (PPC)
- Product and Pathways Manager (PPM)
- Athlete Parents/Guardians
- Head Coach
- Assistant Coach

## Key areas of responsibility:

### Off Court:

- To conduct pro-active and positive relationships with all staff members, athletes, NSA staff, opposition, tournament officials and volunteers.
- Work with the Head Coach to ensure that the brand and profile of the players, management, team, and NSA are always portrayed positively.
- To conduct purely professional relationships with playing group; and
- To wear prescribed team uniform in a professional and tidy manner at all official team sessions, on and off court.

## Development and Planning:

- Provide a detailed Meal Plan to the PPC for the ONMLS, ensuring the Meal Plan aligns with the RNT travel budget.

- Liaise with the Head Coach regarding athlete wellbeing and other matters pertaining to attendance and behaviour.
- Liaise with the Head Coach and the PPC regarding umpire bookings and equipment requirements; and
- Liaise with the PPC regarding all travel details to and from the ONMLS and any matters pertaining to the organisation of the team.

#### **Administration and Compliance**

- Manage the RNT budget during the ONMLS.
- Manage the use of the team credit card, ensuring all expense receipts are provided to the PCC within fourteen (14) of the ONMLS.
- Collate all athlete and Team Officials required paperwork as requested by the PPC.
- Alert the Head Coach and PPC of any wellbeing concerns relating to the athletes.
- In consultation with the PPC, coordinate sizing and distribution of all team uniforms.
- Provide Final Report and Budget Report within fourteen (14) days after ONMLS; and
- Adhere to all NSA policies and procedures.

#### **Practical Involvement**

- Attend the RNT trials, as required.
- Attend all RNT training sessions.
- Manage the RNT at the ONMLS.
- Purchase groceries and prepare meals for athletes and Team Officials as required during ONMLS; and
- Liaise with all Team Officials regarding player wellbeing and administration requirements.

#### **Essential Criteria:**

- Current NSA registration.
- Satisfy the requirements of a Working with Children Check and Disability Services Employment screening.
- Current Senior First Aid certificate or ability to obtain.
- Current South Australian Drivers Licence.
- Experience working with people with an intellectual disability.
- Demonstrated ability to maintain budget reports and work within allocated budget.
- Demonstrated ability to take direction, follow guidelines and accept feedback.
- Strong communication skills both written and verbal.
- Highly developed planning and organisational skills.
- Demonstrated ability to manage large groups; and
- Ability to establish and maintain positive working relationships with key stakeholders including NSA Staff.

#### **Special requirements:**

Volunteer Hours: The nature of the role requires out of hours and interstate travel. Hours of work can be averaged to approximately 1 hour of planning/administration and 2 hours of practical involvement each week. During the trial phase the Team Manager may be required to attend all scheduled trial dates. The Team Manager will travel with the RNT to the ONMLS for up to three (3) days during September.

#### **Governance:**

It is your duty to comply with the NSA policies and procedures which set out governance standards and manage risks for our organisation. You are responsible for being aware of and complying with the policies and procedures.

#### **Workplace Health and Safety Requirements:**

We are committed to protecting the health, safety & wellbeing of all of those that work with us.

Your duties are to:

- Comply with all NSA policies, procedures, and relevant legislation.
- Comply with all reasonable instructions from managers in relation to health and safety.
- Take reasonable care of your own health and safety.

- Ensure your actions or omissions do not adversely affect the health and safety of other persons.
- Report any hazards, near misses and incidents to your manager and complete the required formal report mechanism.
- Complete relevant health and safety training as required.

**ACKNOWLEDGEMENT**

I ACKNOWLEDGE that I have read and understand the responsibilities and expectations as set out above.

Signed by Volunteer: .....

Name of Volunteer: .....

Date: .....

Signed by Department Manager: .....

Date: .....