

State Team Manager Position Description



Position title:	17U State Team – Team Manager
Department:	Netball
Reports to:	<ul style="list-style-type: none">• Netball SA Pathways Manager• 17U State Team – Head Coach
Reportable Positions: (direct reports)	Nil
Details	Volunteer Position, with Honorarium Payment November 2021 – April 2022
Date Approved:	

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:

The 17U State Team – Team Manager is responsible for all matters pertaining to the athlete off the court, particularly athlete wellbeing. Further, the Team Manager is the primary facilitator between NSA and the management of the team.

Key Relationships:

- NSA Pathways Manager
- Athlete Parents/Guardians
- Head Coach
- Assistant Coach
- Team Physiotherapist

Key areas of responsibility:

Off Court:

- To establish and maintain 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 players understand they are considered role models, and 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.

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Development and Planning:

- Provide a detailed Meal Plan to the Pathways Manager in preparation for NNC, ensuring the Meal Plan aligns with the State Team budget.
- Liaise with the Head Coach regarding athlete wellbeing and other matters pertaining to attendance and behaviour.
- Liaise with the Head Coach and the Pathways Manager regarding umpire bookings and equipment requirements; and
- Liaise with the Pathways Manager regarding all travel details to and from the NNC and any matters pertaining to the organisation of the team.

Administration and Compliance

- Manage the State Team budget for both the training phase and the NNC.
- Manage the use of the Team Credit Card, ensuring all expense receipts are provided to the Pathways Manager each month.
- Complete and adhere to all NA Integrity in Netball requirements.
- Ensure all athletes and Team Officials adhere to the NA Integrity in Netball timeline.
- Collate all athlete and Team Officials required paperwork as requested by the Pathways Manager.
- Alert the Head Coach and Pathways Manager of any wellbeing concerns relating to the athletes.
- In consultation with the Pathways Manager, coordinate sizing and distribution of all team uniforms.
- Provide NSA with a Campaign Review Report to be submitted within fourteen (14) days after NNC; and
- Adhere to all NSA policies, in particular the Codes of Behaviour and NSA State Underage/ANL Officials Policy.

Practical Involvement

- Attend the State Team Induction and the third phase of trials, as required.
- Attend all 17U State Team training sessions.
- Manage the 17U State Team at the NNC.
- Purchase groceries and prepare meals for athletes and Team Officials as required during the training phase and the NNC; and
- Liaise with all Team Officials regarding player wellbeing and administration requirements.

Essential Criteria:

- Current NSA registration.
- The successful applicant will be required to satisfy the requirements of a Working with Children Check
- A current South Australian Drivers Licence.
- Current First Aid certificate or ability to obtain a First Aid certificate.
- Demonstrated ability to take direction, follow guidelines and accept feedback.
- Strong communication skills both written and verbal.
- Highly developed planning and organisational skills.
- Ability to work autonomously and collaboratively in a team to maximise objectives.
- Demonstrated ability to maintain budget reports and work within allocated budget.
- 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, weekend work and interstate travel. Hours of work can be averaged to approximately 3 hours of planning/administration and 3 hours of practical involvement each week. During the trial phase the Team Manager may be required to attend the third phase of trials. The Team Manager will travel with the 17U State Team to the NNC for up to nine (9) days during April.

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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: