

# Marie Little OAM Shield Manager Position Description



## 1. Selection Criteria

- 1.1. Current financial member of Netball NSW.
- 1.2. Relevant experience including a minimum two (2) years' experience of Team Management.
- 1.3. Up to date understanding and application of performance nutrition.
- 1.4. Understands and role models the Netball NSW values.
- 1.5. Able to build trust and respect.
- 1.6. Effective leadership skills, demonstrating a high level of interpersonal and communication skills.
- 1.7. High level of organisation skills and meticulous attention to detail.
- 1.8. Understanding of risk management best practice.
- 1.9. Demonstrated commitment to their professional development.
- 1.10. Experience working with Athletes with Intellectual Disabilities (Desirable).
- 1.11. Understands and complies with the relevant Netball NSW policies and processes.
- 1.12. Can establish and maintain positive working relationships with, and is accessible to key stakeholders including the Head and Assistant Coaches, other team management personnel and other Netball NSW staff and host personnel.
- 1.13. Ensures that all NSW representatives understand they are considered role models, and that the brand and profile of the players, management, Team and Netball NSW are portrayed positively at all times.
- 1.14. Ability to meet the duties, attendance and report requirements as per this policy.
- 1.15. Computer literate: able to use word and preferably excel.
- 1.16. Experience in working with Bench officials (desirable) and game day procedures or willingness to learn.

## 2. Duties

- 2.1. Manage the day to day organisation of the team on all logistical matters and within allocated budget.
- 2.2. Liaise with the Participation Coordinator - Community Engagement on all logistics concerning their team, communicating in a timely manner to all Netball NSW communication.
- 2.3. Liaise with the Participation Coordinator - Community Engagement on the budget and ensure prior approval from the Participation Coordinator - Community Engagement for any unbudgeted expense.
- 2.4. Liaise with the Participation Coordinator - Community Engagement to organise the distribution of uniforms to players and officials.
- 2.5. Ensure players and officials are clothed in appropriate team wear at training sessions, when on tour, on match night and when interviewed by the media.

- 2.6. Take responsibility for the conduct, well-being and appearance of all NSW representatives within their party.
- 2.7. Ensure the environment is prepared at all training sessions and trial games.
- 2.8. In the event of injury or illness of a team member, support the medical personnel to arrange any necessary treatment.
- 2.9. Research all local resources at each venue, including medical facilities.
- 2.10. Take responsibility in conjunction with the Medical Personnel for ensuring all players have access to appropriate food and fluids and are following performance nutrition best practice. Reporting any concerns to the Head Coach.
- 2.11. Responsible for all directions received from Netball Australia personnel while on tour.
- 2.12. Ensure processes are in place so all members of the team are aware of the program and where they are required to be at all times while together as a team.
- 2.13. Attend training sessions as required, and any event in which the team is participating.
- 2.14. Organise and control bench and match protocol at all home and away matches.
- 2.15. Where necessary, provide a link between the team (players and coaching staff), administration and Netball NSW.
- 2.16. Report any disciplinary matters immediately to the Participation Coordinator - Community Engagement and work with Netball NSW delegated personnel in dealing with any discipline issues.
- 2.17. Submit monthly itemised account of expenditure, including any expense claims and with all accompanying receipts to the Participation Coordinator - Community Engagement. Final claims should be submitted within 14 days of the conclusion of the Marie Little OAM Shield Tournament.
- 2.18. Be responsible for returning to Netball NSW, in good order and condition, all State property within fourteen (14) days of final team commitment.

### **3. Attendance Requirements**

- 3.1. Meetings as determined by the Participation Coordinator - Community Engagement
- 3.2. All selection trials.
- 3.3. Induction.
- 3.4. Team training and education sessions as required.
- 3.5. Marie Little OAM Shield Tournament.

### **4. Reports**

- 4.1. Managers will be required to submit a report within fourteen (14) days after National Championships that includes a review of the campaign and program with recommendations on:
- 4.2. Team preparation – general.
- 4.3. Nationals – travel, accommodation, uniform.
- 4.4. Organisation.
- 4.5. Administration.
- 4.6. Communication.

## 5. Appointment Process

- 5.1. Team Manager Role will be advertised. Appointments will be made following the appointment of the Head Coach.
- 5.2. Interviews will be conducted for all Team Manager roles by the Appointment Panel which will include the Head Coach.
- 5.3. The term of the appointment may be either one (1) to two (2) years as determined by Netball NSW.
- 5.4. In the case where the Team Manager withdraws greater than eight (8) weeks from commencement of the Marie Little OAM Shield Tournament a full nomination and appointment process will apply to select a suitable successor.
- 5.5. Where the Team Manager withdraws within eight (8) weeks from commencement of the Marie Little OAM Shield Tournament, the following options may be applied:
  - 5.5.1. A full nomination and appointment process may apply; or
  - 5.5.2. The Appointments Panel may consider the remaining applicants to determine a suitable replacement; or
  - 5.5.3. Failing to determine a suitable replacement, the Appointments Panel may at their discretion, make an approach to a Premier League/Metro League Manager/ State Manager or previously appointed Marie Little OAM Shield Manager.