

# Representative Team Manager Job Description

**Title:** Representative Team Manager

**Reports to:** Development Coordinator

**Term of Position:** 2023 Representative & Development Season

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## Philosophy and Purpose:

The Representative programme is a part of our Player Development Plan.

***The Hamilton City Netball Centre Player Development Plan's purpose is to empower the Netball community by providing development focused and accessible opportunities.***

A supportive and safe environment with an emphasis on welfare and personal growth will be maintained by being process driven.

The Player Development Plan will have a long term positive and beneficial impact by building fundamentally strong players, coaches, umpires, and officials.

The community will be engaged to continually assess best practices to ensure the representative Programme is innovative and relevant.

## The Role:

The overall goal for the Manager position is to Manage a Hamilton City Netball Centre Representative or Development team by providing leadership for team, including assistance for the team coach. This will enable development opportunities for individuals and the team while ensuring the welfare of all players is always maintained.

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## KEY TASKS:

### 1) General

- a) Fully comply with all policies, rules, regulations and procedures of HCNC and Netball New Zealand,
- b) including drug testing requirements of Drug Free Sport NZ and / or NNZ.
- c) Liaise with HCNC, the Coach of the team, and any other people who may have contact with the team at any time.
- d) Uphold the philosophy and standards as expected by the Hamilton City Netball Centre including the Code of Conduct.
- e) Maintain close communication with the Coach and HCNC Development Co-ordinator.

### 2) Team Management

- a) Organise and manage all team training, game and activity requirements.
- b) Attendance at all team practices is not seen as necessary but should be discussed with the coach as to what is best for the team.

- c) Attend the championship tournament and all other tournaments with the team including travelling, staying and participating in all activities organised for the team.

### **3) Game/ Tournament Management**

- a) Ensure all players and the Coach know of requirements for each tournament including warm up time and Venue.
- b) Check for any last minute draw changes with tournament organisers.
- c) Be familiar with and check all arrangements for the team.
- d) Ensure that all players have correct personal playing or travelling gear i.e. socks, underwear to match
- e) Uniform, suitable footwear.
- f) Check first aid facilities available at any playing venue.
- g) Assist Coach by taking of such records and statistics as they may require i.e. running score.
- h) Tournament Reporting to HCNC

### **4) Player Welfare**

- a) Player welfare must be first on the priority list at all times.
- b) Check players personal medical records for allergies, special medications etc.
- c) Keep a record of all injuries during the season including trainings and tournaments. Ensure the coach is aware of all injuries and wellbeing issues. A template will be provided for recording injuries.

### **5) Administration**

- a) The Manager should be seen to take an active part in all fundraising activities, but should not be expected to organise or co-ordinate all activities.
- b) Accept responsibility for all monies handed out by HCNC and present a written statement of account for all money spent no later than 7 days after completion of representative season.
- c) Report to the HCNC Development Co-ordinator after consultation with the Coach on team management matters when required.
- d) Compile an end of season report on team activities and submit 7 days after the National Championship or last tournament for development teams. A template will be provided.
- e) Check all uniforms are returned.
- f) Participate in the season review process.
- g) Assist team coach and HCNC Development Co-ordinator with preparation of correspondence/newsletters.