**Important Note:** This Position Description has been provided as a general position description only. Please edit the logo and content to ensure it reflects the needs of your organisation and delete this message prior to releasing the Position Description

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| **Position Title:** | **Team Manager** | | |
| **Reports to:** | Executive Committee | **Direct Reports:** | N/A |
| **Employment Status:** | Volunteer | | |
| **Time Commitment** |  | | |
| **Netball Victoria** | Netball Victoria is a not for profit, member based organisation which is governed by a volunteer Board of Directors.  It is the peak sporting body for netball in Victoria and is affiliated with Netball Australia.  Netball Victoria exists to improve people’s lives. Our identity anchors of: ‘*We enable each other shine’,’ We have no limits; we’ve got this’, and ‘We are leaders’ –* inform who are, both individually and collectively, and therefore how we take up our organisational roles.  The Netball Victoria Executive Team comprises of CEO and General Managers across: Commercial Development, High Performance, Government Relations & Facilities Development, Member Services and People & Culture, Participation and Product Development, Finance, and Communications, Marketing and Partnerships. | | |
| **Commitment to Child Safety** | We require all applicants to undergo background checks and screening prior to or during any appointment. Netball’s Commitment Statement to Safeguarding Children and Young People and other important information can be found at <https://vic.netball.com.au/child-safety-netball>  At Netball Victoria, we embrace diversity in gender, age, ethnicity, disability, religion and sexual orientation. We are committed to providing a safe environment for children across Netball.  **Netball Victoria Commitment to Safeguarding Children & Young People**  Every person in the netball community has a responsibility to understand their role in ensuring the safety and wellbeing of all children and young people in our care. Netball Victoria is committed to promoting and protecting the rights of children and preventing abuse from occurring by fostering a culture where children feel safe and empowered. We also seek to ensure the cultural safety of First Nations children, children from culturally and/or linguistically diverse backgrounds and children with a disability. | | |

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| **Primary Purpose of Position** |
| * Ensure the successful management of the team and welfare of the players in their care, whilst making sure all on field matters are dealt with efficiently and timely * Provide support to the Coach and Assistant Coach |

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| **Key Responsibilities** |
| * Communicating with all team members, parents, coaches and officials to ensure all are informed of training, competition and club functions * Acting as liaison officer between the organisation and the team * Attend to administration matters as directed by the Club Secretary * Document any problems that arise between team members, parents, coaches and supports and present these to the Secretary or General Committee * Ensure the relevant equipment is available at training and competitions including a first aid kit * Coordinate the return of equipment to appropriate storage areas after training and competition games * Ensure all players pay their membership fees and other required payments on time * Coordinate submission of team sheets to Umpires prior to game and to Club Secretary after each game * Ensuring the score sheet and any other rules/regulations of the competition are carried out * Be aware of Netball Victoria’s Child Safety in Netball Code of Conduct – athletes under 18 years must be supervised at all times * Coordinate organisation events such as team photographs, fundraising and organisation functions in general |

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| **Knowledge, Skills & Abilities** |
| * Strong organisational skills with the ability to prioritise tasks * Strong Interpersonal and oral communication skills including the ability to effectively liaise with players, coaches and administrators * Sound knowledge of the selection procedures and rules/regulations of the competition * Understanding of the rules and regulations of the competition * Be able to relate to a diverse group of individuals * Ethical, honest and trustworthy * Dedicated association person |

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| **Other Requirements** |
| * Induction Training * Police Check * Working with Children Check * Other (please specify) |