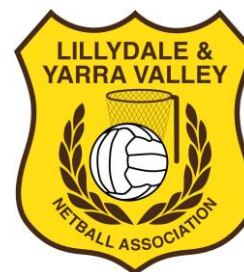


# LYVNA Team Manager



## POSITION DESCRIPTION

### **Title:**

Team Manager

### **Responsible to:**

- 1) Representative Team Coordinator (Committee Representative)
- 2) Head Coach (if applicable)
- 3) Designated Team Coach
- 4) Rep Team Sub Committee

### **Term:**

1 Year

### **Purpose:**

- 1) To provide assistance to and carry out duties as directed by the Team Coach
- 2) To be responsible for all aspects of organisation and communication relating to the Team
- 3) Overseeing the health and welfare of team members
- 4) Assist with the organisation of tournaments, fundraising, presentation night and other special events

### **Duties:**

- 1) Understand and adhere to LYVNA netball policies and codes of conduct
- 2) Ensure all communication is distributed between LYVNA and players
- 3) Ensure that all parents are aware of any notification posted on the LYVNA website and LYVNA Rep Teams Facebook pages
- 4) Produce and distribute a list of team players and contact details including email addresses if possible.
- 5) Attend Rep Team Sub-Committee meetings and assist with the organisation of tournaments, fundraising presentation night and other special events
- 6) Attend all team events, games and tournaments. Notify Team Coach of any unavailability.
- 7) Attend training and team meetings as required
- 8) Maintain the team bag, balls, bibs and first-aid kit.
- 9) On game day, collect and complete scoresheet/s and organise a captain to sign
- 10) Organise a scoring roster for parents at each game and tournament
- 11) Organise player on-court rotations at games and tournaments as directed by Team Coach
- 12) Assist with the collating of team statistics as directed by the Team Coach

### **Personal Specifications:**

- 1) A good organiser with sound people management skills
- 2) Ability to communicate and work with young players