



A.B. Paterson College Netball Club

A. B. Paterson College
10 A.B. Paterson Drive
Arundel, Queensland 4214
Ph (07) 5594 7947
Email netballclub@abpat.qld.edu.au

JOB DESCRIPTION TEAM MANAGER

The Club Team Manager is responsible for the Administration and management of the team ensuring that compliance with the Clubs' Code of Behaviour for Administrator/Players/Coaches is adhered to.

Responsible to:

The Team Manager is responsible to the team Coach and Netball Committee and reports to the Netball Committee Chairperson

Knowledge, Skills, Experience and Requirements

- Strong interpersonal and oral communication skills including the ability to effectively liaise with players, coaches and administrators.
- Strong organisational skills.
- Sound knowledge of the rules the competition.
- Current First Aid Accreditation. (preferred but not essential)

Responsibilities and Duties

The Club Team Manager has a variety of responsibilities including:

General

- Report any problems that may arise amongst team members, parents, the coach and supporters to the Netball Committee.
- Ensure all equipment is safe and report any defects to the Coach and the Netball Committee.
- Ensure all welfare and safety requirements for the team are met.
- Ensure any new player completes a Registration Form and has paid or provided Membership details prior to taking court.

Training

- Attend weekly Tuesday training session at A.B Paterson College if possible, at the least be available 15 minutes prior to completion of training (Juniors 4.15pm/Seniors 4.45pm) to address housekeeping issues.
 - Assist Coach as and when required.
 - Update players of any News, information or requirements
 - Advise players of game time for the week.
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Game Day

- Ensure Player Area is safe prior to commencement of play of first game of day.
- Ensure goal post pads are placed on goal posts prior to commencement of first game.
- Ensure all equipment is available. Eg. Position bibs ready, training and match balls are ready for use, First aid kit courtside, timers available, blood spill kit courtside, scoresheets are available.
- Ensure Scoresheet is completed at least 10 minutes prior to commencement of match by Coach and is placed on score table.
- Arrange scorer (home & away game) and time keeper (only home game) and ensure they are aware of their duties and the paperwork to be completed.
- Ensure match ball is given to umpires.
- Ensure all injuries are recorded via an "Incident Report Form – Injury" and registered on the Injury Register.

End of Game

- Ensure all Club equipment is returned to kit bag. (Bibs, balls etc. Score Books)
- Ensure match ball is returned to kit bag.
- Ensure all officials sign and complete the scoresheet and original scoresheet is returned to NGCNA Admin office.
- Ensure scorers completes Results Sheet with scores & 3 best players.
- Ensure Results Sheet is forwarded to the Club