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.
- Assist Coach as and when required.
- Update players of any News, information or requirements.
- Advise players of game time for the week.
A.B. Paterson College Netball Club

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10 A.B. Paterson Drive
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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