

Position Description



General Details:

Position Title	State Team Manager
Position Reports To:	DNV Committee
Position Liaises With:	State Head Coach State Support Staff
Qualifications:	Current full driver's licence
Memberships:	Netball Victoria Deaf Netball Victoria
Position Status:	Voluntary
Length of Appointment:	11 months – 1 March 2011 to 31 January 2012
Position Purpose:	As the senior member of the Victorian Australian Deaf Games 2012 team, the State Team Manager is responsible for the welfare of the coaches, support staff and players. The State Team Manager is also responsible for the administration and organisation of the finances, facilities and equipment.
Allowances:	Free Games Registration. Approved expenses will be reimbursed throughout the year.
Special Requirements:	Working with Children Check Police Check (as Volunteer)
Background	<p>Deaf Netball Victoria is a not for profit association that is also the state peak body in Victoria for Deaf and hard of hearing netballers.</p> <p>Deaf Netball Victoria is governed by a board committee of 8 voluntary members. DNV is affiliated with Deaf Sports Recreation Victoria.</p> <p>DNV have a strong partnership with Netball Victoria.</p>
Description created:	2 February 2011

Key Duties:

Liaison with Key Stakeholders

- Communicate regularly with players, coaches and officials to ensure that players are informed of training, competition and club functions.
- Delegate tasks and liaise with Team Assistants
- Attending any problems that may happen amongst players, parents, coaches and supporters
- Acting as a liaison officer between Deaf Netball Victoria and the team
- Distributing to players and coaches any communication (i.e e-newsletters, notices, handouts etc) from Deaf Netball Victoria
- Ensure that the team stick together and support each other

Planning, Organising & Managing

- Ensure that a first aid kit is ready for use and is available at all times (training and competition)
- Ensure that all equipment is safe and provided
- Ensure that all players have their own drink bottle
- Book courts for training
- Implement the Selection policy
- Follow up with players and officials to ensure that they have paid uniform fees, registration fees and submitted their agreements by the specified deadline.
- Ensure the welfare of players, coaches and officials
- Players under 18 years of age must be at under supervision at all times & adhere to relevant policies such as Child Protection regulations
- Liaise with DNV Committee to organise the finances and equipment
- Liaise and organise with the State Head Coach regarding accommodation, transport and meals during the Australian Deaf Games 2012.
- Organise and get a copy of the State Team photos for DNV archives.

Administration

- Follow DNV policies & procedures
- In consultation with the State Head Coach, provide names of team captains and vice captains to DNV Committee
- Provide DNV Committee copies of driver licences of all officials and team support staff
- Complete Australian Deaf Games team entry form in consultation with DNV Committee
- Ensure that all Australian Deaf Games, Deaf Netball Australia, Deaf Netball Victoria paperwork is signed and returned by all players and officials by the specified deadline.
- Submit a report to DNV Committee after the Australian Deaf Games 2012 including a copy of budget/expenditure

Personal Qualities & Skills

- Fluency in Auslan
- Excellent written and personal communication skills
- Empathy
- High level organisational skills
- First Aid qualification (or willingness to get one)
- Multi-tasking
- Able to do tasks without supervision
- Computer skills, especially e-mail & Microsoft Office applications
- A genuine passion for team spirit