



Club Roles

Title	Team Manager Co-ordinator
Position Summary	Oversee all Team Managers for Essendon Netball Club junior teams
Key duties and responsibilities	<p>Recruit parents to fulfill the role of Team Manager for each of the junior teams</p> <p>Provide each team manager with the Team Manager Role Description, once recruited and demonstrate an understanding of what the role entails</p> <p>Provide advice and training/instruction to team managers on how to use Team App (posting, scheduling etc) so that communication with their teams is effective, up to date and timely</p> <p>Attend committee meetings when required, and pass on any relevant information to team managers from the Committee, in a timely fashion</p> <p>Liaise with other committee members to ensure clear lines of communication and understanding about what is happening within the Club eg Junior Registration Co-ordinator, Uniforms etc.</p> <p>Maintain an accurate contact list/register of all team managers including, team name, coach's name, name, email address, contact number and WWC details</p> <p>Provide information to all team managers on how to apply for a Working With Children's Check (WWC) and ensure they have one prior to the commencement of the season</p> <p>Provide a copy of the contact list/register and all WWC details to the Secretary</p> <p>Liaise with Equipment Co-ordinator and coach to ensure each team has the appropriate equipment to successfully participate in the season. This may include, water bottle bags, balls, bibs, First Aid Kit etc. If any equipment requires replacing, the Team Manager Co-ordinator is to notify the Equipment Co-ordinator as soon as possible</p> <p>Attend all functions, especially the ENC Presentation Night</p> <p>Attend the Annual General Meeting (AGM)</p> <p>Oversee, and work closely with, all team managers</p>