

## POSITION STATEMENT

### NSWCCC Team Manager 2024



#### TENURE

December – December – 12 Months

#### APPOINTMENT

By self-nomination on the CSNSW Sport Portal. The application must be endorsed by the Diocesan Representative and the nominee's Principal.

#### ROLE

An opportunity for teachers in the Catholic school system to use their sport and management skills with students of an elite level and drive a committed and dedicated team of like-minded teachers while also gaining valuable professional development experience. In the role of Manager, you will work closely with the sport Convenor, the CSNSW Sport office and the Team Coach in the preparation, organisation, and management of the NSWCCC team attending the NSW All Schools or equivalent event. The manager will be the point of contact for the families of the selected students and ensure the necessary workflow is followed. As a main point of contact, you will work collaboratively with the appointed officials – Convenor, coach, trainer, and selectors, in providing a pathway to State and National representation for students in NSW Catholic secondary schools. Where the Manager has the necessary skill and accreditation, they will also be included in the selection panel.

#### TIME COMMITMENT

The NSWCCC Team Manager is required to liaise with the CSNSW Sport and the team Coach in organising the team program post selections; liaise with parents & guardians ensuring compliance and uniform; follow up with paperwork and approvals; attend the NSWCCC sport selections: communicate details to families of selected students; attend NSW All Schools pre-event meetings; attend the NSW All Schools Championship.

#### ALLOWANCE

CSNSW Sport will fund teacher relief for:

- o Days to attend NSWCCC Selections.
- o Days to attend NSW All Schools. Plus, travel days where needed.

CSNSW Sport will also fund:

- o Approved travel to and from NSWCCC Selections and the NSW All Schools event.
- o Where the manager is required to stay overnight – accommodation, breakfast, and dinner.
- o CSNSW Sport will also give the Manager a uniform allowance to purchase NSWCCC merchandise.

#### IN THE POSITION OF MANAGER, YOU WILL BE REQUIRED TO

- Ensure your qualifications are up-to-date and relevant.
- Ensure the paperwork and permissions are all correct.
- Liaise with CSNSW Sport office regarding the team budget.
- Liaise with CSNSW Sport, schools and families in preparation for the NSW All Schools event.
- Submit all required paperwork – Risk Assessments, Injury Reports, and training proposals.

#### PRIOR TO NSWCCC TEAM SELECTION EVENTS,

- Complete your booking form (within 4 weeks of receiving your letter of appointment).
- Order Team Official uniform (minimum 5 weeks before the event)
- Liaise with other team officials and selectors – identify roles on the day.
- Assist the sport Convenor in monitoring registrations through the portal – Student Registrations

Ensure all students attending have:

- o Parent Approval - YES
- o Principal Approval – APPROVED
- o Registration Status – SUBMITTED
- o Any student not registered on the portal or not fulfilling the above status will not be able to participate. If the student does not have Principal approval, contact will need to be made with the schools.

#### **AT THE NSWCCC TEAM SELECTION EVENT**

Assist the sport Convenor in the setting up of the selections.

Be part of the selection panel if suitable.

Liaise with selected students & parents – outline the next steps and provide playing uniform samples for students to try on.

#### **AFTER THE NSWCCC TEAM SELECTION EVENT**

Monitor the registrations – ensure all team members have registered with consent from Parents and Principal and have paid the competitor levy and purchased uniforms.

Submit relief and reimbursement claims within 3 weeks of the event.

Liaise with the coach regarding information/updates for the team.

Submit training proposal to CSNSW Sport office – if relevant.

Ensure you have a list of any medical concerns.

#### **AT THE NSW ALL SCHOOLS EVENT**

Assist with team preparation – uniform, medical needs, water bottles, etc.

Liaise with staff from NSWCHS and NSW CIS.

Attend all event/management meetings.

If students are absent – contact the school & CSNSW Sport office to report their absence.

Any injuries /incidents must be reported to CSNSW Sport Office, and the online report completed -

[https://csnsw.csassurance.com/contracts/new?contract\\_template=29&token=s5jKhxYyvU6qZfh4KEvJ](https://csnsw.csassurance.com/contracts/new?contract_template=29&token=s5jKhxYyvU6qZfh4KEvJ)

#### **AFTER NSW ALL SCHOOLS EVENT**

Submit any necessary paperwork – injury reports, incident reports.

Submit relief and reimbursement claims within 3 weeks of the event.

Return any extra uniform.

Send any photos taken at NSW All Schools through to CSNSW Sport.

Assist with the distribution of team photos.