



Job Title:	Team Manager	Job Category:	Sport and Recreation
Location:	Wellington	Travel Required:	As required
Volunteer Capacity:	Hours vary	Position Type:	Volunteer, Part Time In-Season (October-March)
Chairperson:	Barbara Bialy	Date Posted:	2024/25
Will Train Applicant(s):	Applicants will be supported in their role	Posting Expires:	When roles are filled

Applications Accepted By:

EMAIL: SECRETARY@WELLINGTONTOUCH.ORG.NZ

Ref: Manager Role

Job Description

ROLE AND RESPONSIBILITIES

To communicate and support coaches, players and parents to successfully deliver the season programme set by the Head Coach.

Important Dates (where applicable)

- Wellington Touch AGM 29th August 7pm @ Stop Out Clubrooms
- NZSS: Friday 6th - Sunday 8th December 2024, Venue: Rotorua International Stadium, Rotorua
- Nationals: Dates: Friday 28th Feb - Sunday 2nd March 2025, Venue: Bruce Pulman Park, Auckland
- Masters: Dates: Thursday 13th - Saturday 15th March 2025, Venue: Nga Puna Wai Sports Hub, Chch
- Youth Nationals: Dates: Fri 7th - Sun 9th February 2025, Venue: Pulman Park, Auckland
- All other WTA events

KEY RESPONSIBILITIES

- Act as the point of call for any queries from players, parents and coaches
- Support Convenor at trials
- Liaise with the Convenor to confirm all details for tournament registration
- Coordinate the collection of all player/coach paperwork and deliver to convenor (Player ID's, Code of Conduct, Tournament Information etc)
- Ensure players/parents are aware of any requirements and ensure deadlines are met (payments, registrations, itineraries)
- Coordinate with convenor for the delivery and return of team gear
- Support all WTA team fundraising efforts: ensure players, parents and supporters get involved to spread the workload
- Assist teams with arranging travel bookings, as required by Convenor
- Managers are to have direct contact with Convenor at tournaments

- Managers are to organise all food and nutritional requirements for tournaments and liaise with convenors if help is required
- Managers are to keep an emergency contacts list, medical sheets and any other information required for all players, and management team
- Coordinate all team medical requirements i.e ice, first aid kits, hydration
- To communicate to convenor: MIP, MVP and coaches award for prize giving (and support as required)

ACCOUNTABILITY

- Report to:
 - Head Coach
 - Convenor
- Work with:
 - Assistant Coach
 - Players
 - Parents

PREFERRED SKILLS

- Excellent administration & communicator
- Attention to detail
- Relationship management
- Ability to meet deadlines
- Well organised
- Working knowledge of Online Google docs required
- Team player

APPLICATION PROCESS

- Applications open
- Applications close once positions are filled