

# Position Description

## SHSA – Representative Team Manager

### Purpose

To manage the representative team prior, during and after the State Championships.

### Responsibilities and Duties

The Manager undertakes the following tasks and holds the following responsibilities:

- The manager has complete control of the team at all times except when the team takes to the playing field whether it be training or game situation. The control in this instance will go to the Head Coach (or other appointed official as noted by the Executive Committee).
- Communicate to the team the standards set down by the Suncoast Hinterland Softball Association - behaviour, punctuality, alcohol, curfew, dress, discipline, including the SHSA representative By-Laws and the like.
- Ensure SHSA's representative forms are completed at first training session and collect set bond.
- Be the official representative of Suncoast Hinterland Softball Association at the State Championship
- To promote team harmony at all times
- Set curfews at night at State Championship (in conjunction with other team officials where required).
- Ensure all members of the team order uniforms before the due date if required – liaise with the registrar/uniform officer for this.
- Delegate duties to other team officials at State Championship if the need arises
- Enforce team members and officials report any injuries or illnesses to the manager prior to training. A medical report/clearance may be required in some circumstances.
- Once the team is at the Championships, ensure parents/supporters are not in dug-out or interrupting the team during warm up / game time (unless there are permitting/other extenuating circumstances).
- Be familiar with basic first aid
- Ensure no medications are administered (prescription or otherwise) to junior players by anyone other than the parents or by someone who has been authorized prior to do so by the parent/guardian.
- The Manager will be in charge of all fund-raising activities, and will lodge all funds raised for this purpose with the Treasurer of the Association within seven (7) days of being received by the Manager.
- Collect and receipt all other moneys due and convey to the Association Treasurer.

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- Take care of all team commitments whilst travelling (paying accounts, etc., organising accommodation – rooms, etc.).
- Ensure that any illness or injury is appropriately treated.  
*Note:* The manager may overrule the coach with respect to any player's fitness to play or continue to play in any game.
- Organise any fundraising for the team (if need be) with all money coming off player's and official's accounts. Fundraising initiatives to be approved by the SHSA Executive Committee through the Secretary.
- Advise team members (and parents if underage championship) of:-
  - (i) travel arrangements
  - (ii) travel dates and times
  - (iii) accommodation
  - (iv) training times and venues
  - (v) uniform requirements
  - (vi) all costs
- To keep accurate account of all money spent once team has been formed. Receipts must be obtained for all purchases. In conjunction with the Secretary/Treasurer, team members to be given statements of account outlining costs with a copy kept by the Manager for reference.
  - Collect and receipt representative related monies from team members in conjunction with Secretary/Treasurer of SHSA (for those not paying direct to the association).
- Manager to issue all uniforms after orders have been filled and check to ensure all team members have what they ordered.
- To enforce and ensure all underage teams are alcohol free.
- Within two weeks of returning from a Championship, a written report to be provided to the secretary, detailing any injuries, misbehaviour, incidents, illnesses, complaints, successes etc. A report template will be provided to you to complete.
- At the time of submitting the written report, a summary of monies collected and spent is also to be advised.
- Report any urgent notifiable incidents to the Association Secretary as soon as practically possible. This would include but not limited to, any incidents which may fall under the Softball QLD Zero Tolerance Policy, which SHSA adopts.
- Keep accurate records of attendance to training sessions and provide to the Secretary as requested. Also report any repeat non-attendance or other attendance related issues to the Secretary
- Abide by the Officials/Administrators Code of Conduct/Ethics and the Softball QLD Constitution, Rules, By-Laws and Policies
- Abide by Suncoast Hinterland Softball Associations' By-Laws and Constitution

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- Contact the association Secretary (or Representative Coordinator should one be in place) for any queries or assistance required throughout your appointment.

### **Knowledge, Skills and Qualities Required**

- Must hold a current Suitability Card (Blue Card)

### **Estimated Time Commitment Required**

The estimated time commitment required as the Manager of Suncoast Hinterland Softball Association is 4 hours per week during the Representative period.

### **Period of Appointment**

The Manager is appointed for a period to be determined by the management committee.