



4 June 2019

JOB DESCRIPTION

Manager for the NZ Senior Women's Lacrosse Team 2021 World Championships

POSITION DESCRIPTION:

Functions of the Team Manager

The Team Manager will:

- Reinforce the vision statement and program philosophies;
- In consultation with the Head Coach, provide input on the direction of the program;
- Plan, implement and evaluate all administrative aspects of the program;
- Manage the overall business and non-coaching functions including all aspects of Squad and Team Camps, Tournaments and Tours;
- Manage the budget for the duration of the program including squad and team preparation;
- Be a member of the Interview panel for the selection of team personnel positions, as required.

Function of the Team/Squad

The NZ Senior Women's Lacrosse Team will:

- Compete in the 2021 World Lacrosse Women's World Championship and in other tournaments, tours and competitions, as sanctioned by the NZWLA;
- Provide opportunities for talented lacrosse athletes to develop their abilities in the context of international competition;
- Provide opportunities for the development of athletes, with above average dedication to their personal athletic preparation;
- Train on a schedule determined by the Head Coach with an emphasis given to both self discipline and performance;
- Promote a balance between personal, club and Regional team obligations.

A. PRIMARY JOB PURPOSE

To provide overall management of the NZ Senior Women's Senior 2021 World Championship Team in line with the NZWLA High Performance Program Policy and 'best practice' principles.

B. JOB RESPONSIBILITIES

1. In consultation with the Head Coach and NZWLA Treasurer, manage the program Budget, in consultation with NZWLA High Performance Director.
2. Provide a budget to all Squad/Team members.
3. Collect and record all funds associated with team operations, using sound financial procedures.

4. Organise all aspects of camps, tournaments and tours, appropriately delegating to other persons as deemed appropriate. Responsibilities to include booking facilities, making travel and accommodation arrangements, coordinating uniform and equipment orders, planning itineraries, etc.
5. Attend all camps, tournaments, and tours, through and including 2021 World Championships
6. Provide match day lacrosse and non-lacrosse sideline support as required.
7. Organise meetings with Team Personnel and Squad/Team members where appropriate;
8. Seek additional funding opportunities; in consultation with the NZWLA HP Director.
9. Support and at all times maintain appropriate relationships with Players, Coaches and Team Personnel.
10. Monitor and promote good sportsmanship and responsible behaviour by all team members as per the NZWLA Code of Conduct and World Lacrosse regulations (including anti-doping compliance).
11. Be a Team contact for World Lacrosse and other team correspondence.
12. Provide a written report to NZWLA no later than two months after any tournament or tour in which the Squad/Team has participated.
13. Participate in the selection process of additional Management as required.

Management

Program Administration

- Maintain ongoing contact with the Head Coach and the NZWLA HP Director.
- Manage Team Personnel including Assistant Manager/s, Squad Coach/s and Assistant Coach/s to meet all team requirements;
- Consult with the NZWLA HP Director to provide effective solutions to any issues and or concerns within the program;
- Create and monitor team communication channels and social media
- Maintain player records in consultation with coaches and other team personnel.
- Participate in meetings and forums concerned with the NZWLA Senior Women's Lacrosse Programme;
- Adhere to the NZWLA HP Policy Program, the Voluntary document and the Code of Conduct document.

C. ISSUES AND CHALLENGES

- A balanced approach to program management duties and responsibilities;
- Maintain enthusiasm and motivation of athletes during extensive club and Regional competitions;
- Manage a diverse range of individual athlete personalities and issues that arise with high performance athletes.

D. ORGANISATIONAL ENVIRONMENT

Reporting Relationships:

Direct: Head Coach,
NZWLA High Performance Director

Lateral: NZWLA Chairperson, NZWLA Executive Members, Team Personnel, Assistant Coaches, Regional Team Coaches, Club Coaches.



E. KEY SELECTION CRITERIA

Qualifications:

- Completion of secondary education at an appropriate level.
(Non formal qualifications linked with extensive experience, as shown below, will be treated as the equivalent to formal qualifications);
- Previous experience with lacrosse involvement in a position of responsibility. This experience will be heavily weighted towards Team Manager, administration and governance positions, although former NZ senior lacrosse players without this experience will be considered.
- Police Check.
- First Aid Certificate.

Experience:

- In-depth experience and demonstrated success managing at club team and Regional team level;
- Experience and proven capability in the holistic management of young athletes;
- Experience of managing teams travelling to an event.

Personal attributes:

- People and relationship management;
- Demonstrated competence in business matters;
- Proactive planning and self-directed time management ability;
- Strong financial planning and implementation ability;
- Sound IT skills;
- Negotiation and conflict resolution ability;
- Capacity to work in a team environment, facilitating commitment and adherence to team expectations, regulations and rules;
- Ability to balance the demands of processes and outcomes;
- Demonstrated work habits, characterised by a focus on “getting the job done”;
- Be of ‘good standing’ with the NZWLA.

F. KEY PERFORMANCE INDICATORS

PROGRAM

1. A sound base of world class athletes prepared for world class competition.
2. Operates and reports within NZWLA HP Program parameters.

ATHLETES AND TEAM PERSONNEL

1. To achieve player and team personnel health and well-being and a positive experience.
2. Continually improves knowledge, fitness, and skills to compete at highest possible level.