

Canterbury Masters Team Manager

We are looking to appoint a manager to manage the Canterbury Masters Teams at the NZ Masters (Individual and Teams events) 18th – 22nd October 2019 in Timaru.

An outline of the role's responsibilities and duties can be found below. This role would ideally suit a player manager.

If you have any further questions or would like to find out more, contact;

Karen Boag either at info@squashcanterbury.co.nz or 027-5337-348

Expressions of interest to be submitted to info@squashcanterbury.co.nz by **9am Monday 4th February 2019**.



Role Description

Responsible to: Squash Canterbury Board Member

Responsibilities and Duties:

- Liaise with team members and coaches ensuring that they are informed of training times, meeting times, etc.
- Adjudicate any problems that may arise amongst team members, the coach and supporters
- Act as liaison officer between Squash Canterbury and the team
- Co-ordinate transport, accommodation, playing gear and any requirements by the event organiser
- Liaise with the team selectors prior to the event to determine the playing order and Manage the playing order during the event.
- To travel to the event with the team
- Ensuring all welfare and safety requirements for the team are met, including doctors, physio, etc, and being present at the team accommodation overnight.
- At the event, co-ordinate team meeting with players and coach each morning, attend the managers meeting, and update Squash Canterbury at the end of each day with the results and photos.
- Post event, write up a summary of the event including, a commentary and full results. Email the report and photos of the team to Squash Canterbury at info@squashcanterbury.co.nz within 24 hours of the conclusion of the event.

Knowledge and Skills Required:

1. Strong interpersonal and oral communication skills including the ability to effectively liaise with players, coaches and administrators
2. Strong organisational skills
3. Sound knowledge of the selection procedures and rules/regulations of the competition