

# Canterbury Team Manager for SIAG Teams Event



We are looking to appoint a manager to manage the Canterbury Junior Teams for the SIAG Teams Event 20<sup>th</sup> – 22<sup>nd</sup> September 2019 in Timaru.

An outline of the role's responsibilities and duties can be found below. The Managers travel, accommodation and food will be funded by Squash Canterbury.

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

Karen Boag either at [info@squashcanterbury.co.nz](mailto:info@squashcanterbury.co.nz) or 027-5337-348

**Expressions of interest** to be submitted to [info@squashcanterbury.co.nz](mailto: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, parents, age group team managers and coaches ensuring that they are informed of meeting times, etc.
- Adjudicate any problems that may arise amongst team members, the 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 meetings with players and age group team managers each morning, attend the managers meeting, arrange all food and meals with the age group team managers.
- After the event, write up a summary of the event including, a commentary and full results with photos of the team. Email to Squash Canterbury at [info@squashcanterbury.co.nz](mailto:info@squashcanterbury.co.nz).

### **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