

JOB DESCRIPTION

POSITION TITLE: New Zealand Girls Developing Sox Team Manager
REPORTS TO: Head Coach and Softball New Zealand Softball Manager
DATE WRITTEN: June 2017



The New Zealand Developing Sox Teams are part of the Softball New Zealand (SNZ) development pathway and in line with the junior and senior high performance programs.

The key focus for the Developing Sox programme is the preparation and development of under 15 athletes toward future winning performances for the senior national men's and women's teams on the international stage.

This job holder delivers leadership and direction to management and selected athletes through a program culminating in a number of camps and an international tour in 2017/18 (Details TBC).

The position is responsible to the Softball New Zealand Softball Manager.

A. PRIMARY JOB PURPOSE

The role of the New Zealand development Team Manager is to:

- Provide direction and leadership to the Management team
- Liaise with SNZ around all proposed arrangements for events and tours, including but not limited to development of budgets, development of travel itineraries etc
- Assume responsibility for the safety and wellbeing of all members of the New Zealand Developing Sox team when involved in events (including the travel to and from).

B. JOB RESPONSIBILITIES

- To represent SNZ in all dealings with athletes and management under contract with SNZ to participate in a particular event
- To be responsible, on behalf of SNZ, for the management of the welfare and behaviour of Athletes selected in the Developing Sox team, when training and participating at an event and/or tour and when travelling in respect of the event/tour. This responsibility also extends to officials forming part of the touring party
- To liaise with SNZ Office Staff regarding preparation for the event/tour, including travel and accommodation bookings, outfitting, fundraising, budgeting etc and assist with the communication to the Athletes (a Managers handbook has been developed to assist managers with their role)
- To represent SNZ in all official capacities (except those taken on by the Head of Delegation, where a Head of Delegation is appointed by SNZ) at the event/tour and to keep SNZ informed of any issues likely to become contentious and/or of significant public interest
- Maintain a close relationship with all levels of management.

C. ISSUES AND CHALLENGES

- International travel
- Ability to operate in a frequently changing environment and to act unsupervised
- Maintain communication links with all key stakeholders.

D. DECISION MAKING AND ACCOUNTABILITY

- Financial delegations and management as determined by the CEO
- Provide SNZ, via the Softball Manager with a full report of the team's participation in the event/tour, including recommendations for future action, within 30 days of the completion of the event/tour.
- Accept responsibility for media liaison and proactively and positively promote Softball, Sponsors and our Athletes and Team, in the best possible manner and at every opportunity. Refer Softball New Zealand Media policy.
- Oversee all Drug Enforcement issues with regard to WBSC, DFSNZ & SNZ policy and procedures.
- Understand insurance policy procedure and report all matters of theft to the police and obtain documents for report and claims.

E. JOB DIMENSIONS

- Management of personnel
- Program budget within guidelines
- Exercise financial delegation within approved guidelines.

F. KEY PERFORMANCE INDICATORS

- Management of budgets and activities within guidelines
- Management of players and officials to ensure their safety and welfare at all times
- Assistance with the holistic development of athletes (sporting, personal, career and educational)
- Feedback from Softball New Zealand (annual review) and regional softball

associations

- Athlete development of positive attitudes to training, competition and lifestyle.

G. JOB HOLDER REQUIREMENTS

The primary requirement in selection for the Manager position is demonstrated success as a manager, appropriate experience in the holistic development of women, program management and leadership.

- Well developed knowledge of the New Zealand high performance sporting environment
- Well developed knowledge of the domestic and international softball environment
- Understanding of the standards and demands of national / international level sport
- An innovative and energetic style
- Demonstrated success in managing individual differences and group dynamics
- Sound financial, interpersonal, communication and administration skills
- Time management skills, an acceptance of irregular and long hours of work, and capacity to travel domestically and overseas for extended periods
- The manager will be required to assist with other duties within the team from time-to-time. These will be discussed and agreed to with the manager as necessary.

H. SERVICES

- All reasonable expenses when in camp and on tour will be met by Softball New Zealand.