



JOB DESCRIPTION

POSITION: SENIOR REPRESENTATIVE MANAGER

RESPONSIBLE TO: SENIOR REP COACH

QUALIFICATIONS: Essential

Possess a friendly, approachable manner

Possess the ability to organise people and complete paperwork efficiently

Previous recent experience as a manager at club level

Beneficial

Previous recent experience as a manager at Rep level

Previous recent experience in coaching netball teams at club level

CONFLICT OF INTEREST CONSIDERATION

It is desirable there will be no “conflict of Interest” when making an appointment in respect of the coach, assistant coach or manager of each respective team either with each other or with a player in the team involved. KNA is entitled to consider the potential conflict of interest in making appointments as a relevant consideration

RESPONSIBILITIES

Ensure that the KNA Rep Mission Statement is observed. The Mission Statement is “To continually develop KNA as a premier netball association through the provision of leading edge representative programs, which develops talent, fosters teamwork and encourages the pursuit of personal excellence”

Pre season

Attend a Manager’s induction meeting.

Liaise with the Rep Liaison Committee member responsible for rep equipment to ensure that all players have their playing and training uniforms.

Liaise with the Rep Liaison Committee member responsible for rep equipment to ensure the team has enough balls, bibs and any other items of equipment necessary to participate in the junior representative competitions.

Receive and distribute the game schedule when available.

Contact the Rep Liaison Officer to ensure that you are aware of all responsibilities required by the team to participate in the competition.

Ensure that the coach knows all the responsibilities included in above.

Ensure that all equipment necessary for the players to take the court and participate in the competition games are on hand and in good order for every game.

Attend representative selection as required to acquaint yourself with the possible players in your team.

Ensure that the coach has been advised early of any non-attendance of players for whatever reason throughout the season.

Be available to assist other Rep Managers if and when requested.

Ensure that the Rep Liaison Officer, Senior Rep Selection Convenor, Administration Manager and the Coach has all the correct relevant details of every member of the team you are managing (to continue throughout season).

During the season

In consultation with your Coach ensure that all players are aware of the criteria and their responsibilities as being representative players for KNA.

In consultation with your Coach ensure that the representative players attend all representative functions held by KNA throughout the year.

Give support to the Coach and Assistant Coach (if applicable) of the team and as requested act as a liaison between the Senior Rep Selection Convenor, Rep Liaison Officer, members of the team, parents and the Coach

Maintain an effective communication line with the Rep Liaison Officer with respect to all administration matters in relation to your respective team

Provide information to be included in the KNA Newsletter, which will be issued during the KNA competition

Facilitate and support any requests made by the Coach

Post season

In consultation with your Coach, prepare and submit a report to the Senior Rep Selection Convenor on the performance of the team within two weeks of the completion of the competition.

Prepare and submit a report to the Rep Liaison Officer on any administrative issues of relevance to your role within two weeks of the completion of the competition.

Be responsible for the timely return of uniforms (as relevant) and equipment to the Rep Equipment Officer on the Rep Liaison Committee with written details of any missing or broken equipment.

Attend a post season Managers debrief meeting.

Additionally

Attend to any other Representative related tasks that may be relevant to the improvement of the KNA Representative program.