



Netball Squad Manager

ROLE DESCRIPTION 2020

Primary purpose of position

The Squad Manager is primarily responsible for the management of the SWSAS program, ensuring that at all times the Academy's professional image is maintained.

The Squad Manager is expected to contribute to the evaluation of the program at its conclusion.

Organisational Context of Position

The South West Sydney Academy of Sport was established to provide talent development opportunities for identified athletes. To do this the Academy offers holistic programs which are focused on individual and coaching staff development.

Key responsibilities of the Squad Manager

- Maintaining an accurate register of the attendance of players and staff
- Ensure athletes adhere to all SWSAS policies
- Correspond regularly with scholarship athletes and their parents/guardians
- Correspond regularly with the SWSAS Sports Program Manager
- Distribute information as requested by the staff at SWSAS
- Maintain a regular dialogue with athletes and staff in regard to upcoming activities
- Report all issues and concerns by athletes or parents to the SWSAS Sports Program Manager
- Ensure athletes maintain the standards expected of them by the Academy in relation to attitude, communication, returning paperwork, correct uniform, etc
- Ensure that copies of all correspondence are forwarded to the Academy



Position Details

Position Title:

Squad Manager - Netball

Responsible to:

SWSAS Sports Program Manager

SWSAS Head Coach - Netball



Netball Squad Manager

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SOUTH WEST SYDNEY ACADEMY OF SPORT



Academy Contact Details

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Key responsibilities of the Squad Manager cont.

- The Squad Manager is the emergency contact for parents during activities and it is the athlete's contact when experiencing difficulties attending a session
- Ensure that an appropriately maintained first aid kit is present at all Academy activities
- Attend all programmed squad sessions, including training, game days, sports education sessions, official
- Academy functions and staff meetings
- Ensure that an appropriate level of duty of care is maintained at all Academy activities
- Arrive at all sessions 15 minutes prior to session commencement

Training, Qualifications, and Experience

- Experience working in the role of Manager / Administrator
- Experience working as part of a small multi-disciplined team delivering a sport program
- Ability to critically analyse, research and solve problems
- Highly developed communication skills
- Preparedness to work within the Academy's guidelines/policies is essential
- Current 'Working with Children Check' approved volunteer

