



Manager Position

TITLE: MANAGER
REPORTS TO: REPRESENTATIVE DIRECTOR
COMMITMENT: SEASONAL ACCORDING TO TOURNAMENTS
REMUNERATION: VOLUNTEER POSITION

Responsibilities and Duties

- Manage WLA Team for the season.
- Coordinate all required administration duties for the team i.e. Team contact list, Team cards and medical/injury history of each player.
- Ensure team understands where each training and game is and what time they are expected to arrive.
- Assist the team coach in coordinating and organising activities outside of the coaching realms i.e. uniforms, team musters, team bonding etc.
- Support Coach with administration duties.
- Attend team meetings, trainings and games.
- Provide and inform team with necessary information.
- Organising team flights/rides for any tours.
- Organising accommodation for squad tours.
- Management of squad/team budget and finances. Budget to be approved with the Treasurer before releasing costs to the players.
- Accompanying the team on squad tours.
- Collate and communication of team data.
- Liaise with WLA Committee.

Knowledge and Skills Desired

- Can communicate effectively and has good interpersonal skills.
- Is positive and enthusiastic.
- Has sound IT and computer skills.
- Has excellent time management ability.
- Has ability to plan and provide for the needs of the squad.
- Enjoys working in a high performance team environment.

NB: This position does not require knowledge of lacrosse