

POSITION STATEMENT

NSWCCC or NSWPCS (MacKillop or Polding) Team Manager



TENURE

October – October – 12 Months

APPOINTMENT

By self-nomination on the CSNSW Sport Portal. The application must be endorsed by the Diocesan Representative and the nominee's Principal.

ROLE

An opportunity for teachers in the Catholic school system to use their sport and management skills with students of an elite level and drive a committed and dedicated team of like-minded teachers. In the role of Manager, you will work closely with the sport Convenor, the CSNSW Sport office and the Team Coach in the preparation, organisation, and management of the NSWPCS or NSWCCC team attending the NSWPSA, NSW All Schools or equivalent event.

The manager will be the point of contact for the families of the selected students and ensure the necessary workflow is followed. As a main point of contact, you will work collaboratively with the appointed officials – Convenor, coach, trainer, and selectors, in providing a pathway to State and National representation for students in NSW Catholic primary and secondary schools. Where the Manager has the necessary skill and accreditation, they will also be included in the selection panel.

TIME COMMITMENT

The NSWPCS or NSWCCC Team Manager is required to liaise with the CSNSW Sport and the team Coach in organising the team program post selections; liaise with parents and guardians ensuring compliance and uniform; follow up with paperwork and approvals; attend the NSWPCS or NSWCCC sport selections; communicate details to families of selected students; attend NSW PSSA or NSW All Schools pre-event meetings; and attend the NSW PSSA or NSW All Schools Championship.

ALLOWANCE

CSNSW Sport will fund teacher relief for days to attend NSWPCS or NSWCCC Selections and NSWPSA or NSW All Schools events, plus travel days where needed.

CSNSW Sport will also provide the Manager with a uniform allowance to purchase NSWPCS or NSWCCC merchandise.

Where the Manager is required to stay overnight, CSNSW Sport will also fund accommodation, breakfast, and dinner.

IN THE POSITION OF MANAGER, YOU WILL BE REQUIRED TO:

- Ensure that all paperwork and permissions are all correct.
- Liaise with CSNSW Sport office regarding the team budget.
- Liaise with CSNSW Sport, schools and families in preparation for the NSWPSA or NSW All Schools event.
- Submit all required paperwork, including Risk Assessments, Injury Reports and training proposals.

PRIOR TO NSWPCS or NSWCCC TEAM SELECTION EVENTS

- Liaise with other team officials and selectors to identify roles on the day.
- Assist the sport Convenor in monitoring registrations through the portal, including Student Registrations

- Ensure all students attending have:
 - Parent Approval
 - Principal Approval
 - Registration Status

AT THE NSWCPSS or NSWCCC TEAM SELECTION EVENT

- Assist the sport Convenor in the setting up of the selections.
- Be part of the selection panel if suitable.
- Liaise with selected students and parents to outline the next steps
- Provide playing uniform samples for students to try on.

AFTER THE NSWCPSS or NSWCCC TEAM SELECTION EVENT

- Monitor registrations to ensure that all team members have registered with consent from Parents and Principal and have paid the competitor levy and purchased uniforms.
- Liaise with the coach regarding information/updates for the team.
- Submit training proposal to CSNSW Sport office (if relevant)
- Ensure you have a list of any medical concerns.

AT THE NSWPPSSA or NSW ALL SCHOOLS EVENT

- Assist with team preparation, including uniform, medical needs, equipment etc.
- Liaise with staff from other associations
- Attend all event/management meetings.
- Report any injuries or absences to the CSNSW Sport office.

AFTER THE NSWPPSSA or NSW ALL SCHOOLS EVENT

- Submit any necessary paperwork, including injury reports, incident reports etc.
- Assist with the distribution of photos and selection information to the CSNSW office