



Position Description – Team Manager

Last updated November 2025

Job Title: Representative Team Manager

Reports To: Executive Committee and Representative Co-ordinator

Representative Program

The Ballina Netball Association Representative Program is designed to provide positive experiences for athletes, promoting skill development on the court and encouraging growth off the court.

Ballina Netball Association values and supports Coaches, Managers, and staff involved in our Representative Program.

The Team Manager plays a crucial role in ensuring the efficient functioning of the team and supporting athlete development by fostering an inclusive, safe, honest, and calm environment.

Role Purpose

Responsible for the administration and management of the representative team and ensuring the welfare of all team members at training and competition.

Responsibilities & Duties

Team Management: Oversee the general administration and management of the team.

Communication: Liaise with parents, players, and coaches regarding training times, game details, and other updates.

Documentation: Attend to administration matters as directed by the Representative Co-ordinator

Match Day Logistics: Manage game-day responsibilities like team sheets, scoresheets, equipment, and transport for gear. Ensuring any other rules/regulations of the competition are carried out.

Equipment: Make sure equipment, including a first aid kit, is available for training and competitions. Arrange for its return to storage after use.

Athlete welfare: Safeguard the team's safety and well-being. Record any issues among team members, parents, coaches, or supporters, and report these promptly to the Representative

Co-ordinator and/or Executive Committee. Provide fair, equal, and consistent support to all athletes.

Program support: Assist the head coach with program planning, delivery, and athlete evaluation. Wear prescribed team uniform in a professional and tidy manner at all official team sessions, on and off court.

Practical Involvement

- Attend all Team training sessions.
- Manage the Team at Representative Carnivals
- Travel and stay with the Team at State Titles and/or Regional League competition

(If you cannot attend any of the above, liaise with the Rep Coordinator to appoint a replacement Team Manager.)

Other Requirements of the Role

- The selected candidate must comply with the requirements of a Working with Children Check.
- Excellent at organising and prioritising tasks
- Strong communication and interpersonal skills; able to liaise with players, coaches, and administrators
- Knowledge of competition rules and regulations
- Familiarity with Netball NSW and Ballina Netball Association policies and codes
- Ethical, honest, trustworthy, and committed to fair support for all athletes

Appointment Terms and Remuneration

This is an unpaid volunteer role. Approved expenses incurred at State Titles/Regional League event will be reimbursed. A Team Manager uniform is provided on loan and must be returned after the event. The position lasts for the representative season only.