



Attachment: Role Summary & Terms

Title: Support Team Manager, Swiss Netball National Squad

Job summary: The Support Team Manager supports the Team Manager in managing the Swiss National Squad whilst in training and, when requested, during match play and competitions and assists in providing key organizational and logistical support to the Team Manager for the National Squad athletes, primary carer(s) and coaching team.

The Support Team Manager is motivated and mentored by the National Squad Team Manager and may be recruited to support representative Swiss teams at match play and competitions, or to provide assistance to the National Squad.

The Support Team Manager shall be familiar with, and adhere to, all relevant Swiss Netball policies, specifically those regarding eligibility, selection and safeguarding (including codes of conduct). The Support Team Manager will respect and maintain the confidentiality of various information and personal data.

Key tasks:

Communications & data management

- Assists with the communication of the needs of coaches, carers and the Association (where relevant) to players and other key stakeholders, including parents in the case of minors.
- Assists in the maintenance of up-to-date records of players' personal details, emergency contact and medical information, in loco parentis information (in the case of minors travelling to training), as well as training attendance records. This information is strictly confidential.
- Provide support for the development of information packs for the squad and (for competitions) team information dossiers.
- Assist the Team Manager in the production of performance-related information at training sessions and matches (e.g. shooting stats, running scores, time remaining, etc.).
- Contribute to robust end of season/tournament reviews and feedback any recommendations for the next season to the Swiss Netball Committee as required.
- Maintain communications with the Swiss Netball Committee when at representative events, in particular feeding available information/media and updates to the Committee member responsible for Communications.

Logistics & organisation

- Assists in the management of kit requirements for the team and bench staff. Collect kit from suppliers and assist in the distribution. Maintain good records of all kit distributed as well as the return of kit/equipment when required to do so.
- Provide input to future dates of National Squad training, ensuring no clashes with other events.
- Assist in managing resources, balls, bibs, posts, etc., for training sessions, including maintaining the condition of all kit.
- Together with the National Squad coaches and the Team Manager, ensure that all athletes wear the official Swiss Netball kit to training sessions and represent Switzerland in the correct manner.

Safeguarding

- Act as safeguarding officer for the entire Squad and be conversant in the Swiss Netball policy for safeguarding the needs of young people and associated codes of conduct. Support the welfare and needs of individual players.

Financial responsibilities

- Provide support for Squad fundraising activities (e.g. coordination role if required).

Attendance

The Support Team Manager should be present at each regular training session of the National Squad. The Support Team Manager should coordinate attendance with the Team Manager at the start of the season, based on availability, location of training, and making the best possible use of resources as possible. Where match play will require the National Squad to play more than one team, two Team Managers may be required at the same event.

2020 - 21 Season:

05-06 September 2020
26-27 September 2020
24-25 October 2020
21-22 November 2020
12-13 December 2020
09-10 January 2021
23-24 January 2021
13-14 February 2021
24-25 April 2021
29-30 May 2021 (TBC)

If the Support Team Manager is unable to attend a training session (e.g. due to illness),

(s)he must indicate this to the Head Coach and Committee National Squad liaison person(s), and (if feasible) arrange for another appropriate colleague to cover the session.

Reporting & liaison

The Support Team Manager works in close coordination with the Team Manager and supports and assists any of the coaches as required.

The Support Team Manager must liaise with the assigned Swiss Netball Committee representative and Netball Europe competitions' coordinators.

Person specifications:

- Strong interpersonal and communication skills, including proven ability to communicate (both orally and in writing) and work with young people
- English and French (spoken)
- Excellent organisational skills and ability to work to strict deadlines
- Knowledge of netball (required for statistical support during competitions)
- Competent IT skills
- Reliable and flexible, with positive approach
- Willingness to travel to training sessions (across Switzerland)
- Capable of representing Swiss Netball appropriately and positively in any agreed communications (including social media in accordance with the Swiss Netball Social Media Policy).

The above job description contains the main duties and responsibilities for this position, and should not be regarded as exclusive or exhaustive.

I accept the role offered to me and fully agree to these terms.

Signed

Place and date