



## **Attachment: Role Summary & Terms**

**Title:** Avenir Suisse Team Manager

**Job summary:** The Avenir Suisse Team Manager manages the Avenir Suisse Squad, on behalf of the Swiss Netball Committee. The Avenir Suisse Team Manager works with the National Squad Team Manager(s) whilst in training and during match play; provides key organizational and logistical support for the Avenir Suisse athletes and coaching team; and acts as a communicator within the Squad, between the Squad and National Squad Team Manager(s) and the Committee, and between the Squad and other stakeholders.

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

### **Key tasks:**

#### **Communications & data management**

- Communicates the needs of coaches and the Association (where relevant) to players and other key stakeholders, including parents in the case of minors.
- Maintain 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 (including first drafts) for the development of information packs for the squad as necessary.
- Ensure all electronic documentation for the Avenir Suisse is maintained up-to-date and clearly organised in the Swiss Netball online storage facility.
- Contribute to the end of season review and feedback any recommendations for the next season to the National Squad Team Manager(s) or Swiss Netball Committee as required.
- Liaise and maintain open and honest communications with the Avenir Suisse Coach(es).
- Maintain communications with the Swiss Netball Committee, in particular feeding

available information/media and updates to the Committee member responsible for Communications.

### **Logistics & organisation**

- Manages kit requirements for the Avenir Suisse athletes, liaising with the National Squad Team Manager(s) regarding stock, ordering, collecting kit from suppliers and ensure distribution. Maintain good records of all kit distributed as well as the return of kit/equipment when required to do so.
- Ensure that all athletes know the time and venue of each training session by communicating in French via email.
- Ensure all athletes attend all training session unless under exceptional circumstances. If any athlete is unable to attend, the Avenir Suisse Team Manager must inform the Avenir Suisse Coach(es) as soon as possible.
- Ensure players wear the official Avenir Suisse kit for their 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. In conjunction with the Coaches, be responsible for squad discipline and act as mediator between team members where required.

### **Financial responsibilities**

- Liaise with the National Squad Team Manager(s) for any for kit and equipment requirements, in liaison with the Swiss Netball Finance Director.
- Provide support for Squad fundraising activities (e.g. coordination role if required).

### **Attendance**

The Avenir Suisse Team Manager should be present at each Avenir Suisse training session. The Team Manager can coordinate attendance with the National Squad Team Manager(s) at the start of the season, based on availability and location of training.

Training sessions are usually held once a month with and/or alongside the National Squad.

2021-22 Season: Please ask for dates. They may however need to be modified due to the current COVID-19 situation.

If the Avenir Suisse Team Manager is unable to attend a training session (e.g. due to illness), (s)he must indicate this to the Avenir Suisse Head Coach and National Squad Team Manager(s), and (if required) arrange for another appropriate colleague to cover the session.

### **Reporting & liaison**

The Avenir Suisse Team Manager works in close coordination with the Avenir Suisse Coach and National Squad Team Manager(s), and the Swiss Netball Committee representative and works together with the Swiss Netball head of Communications.

### **Person specifications:**

- Proven ability to communicate effectively both orally and in writing in French and English is essential
- Strong interpersonal and communication skills
- Excellent organisational skills and ability to work to strict deadlines
- Knowledge of netball (may be required for statistical support during training)
- Competent IT skills
- Experience of working with volunteers
- Team player with collaborative and supportive style
- Reliable and flexible with a positive approach
- Discreet and trustworthy
- 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.*

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

Signed

Place and date