



Assistant Manager Position Description
2018 World Championships Campaign
Welland, Canada

POSITION	Assistant Manager
REPORTS TO	Women's Squad Manager
APPOINTMENT	Appointed by the Squads Director who shall make an offer in writing with this position description, relevant policies, and the Squad Contract attached.
DISBURSEMENTS	All reasonable position related expenses to be reimbursed on evidence of receipts.
FUNCTIONAL RELATIONSHIPS	Women's Squad Manager Squads Director Overall Squads Manager Other Managers Team Coaches Squad members Squad support staff (if appointed) Executive Director

Overall Purpose

To assist the Squad Managers in coordinating the NZ team's off-water efforts so that the Association's objectives for the Squad may be met.

Responsibility

The Assistant Squad Manager has responsibility for the New Zealand U21 Women's squad in coordination with the Women's Squad Manager. Specifically, the Assistant Squad Manager shall administer the U21 Women's squad whilst working closely with the Coaches of each team. In general, the Assistant Squad Manager has responsibility for the conduct of their Squad in all areas other than coaching matters, including the coordination of pre, during, and post tour activities, squad finances, and health and safety. The Assistant Squad Manager may also be required to help with the Senior Women's team at various times.

Personal Qualities

- Availability to attend training camps and the Tour if required.
- Commitment to the fulfilment of the Association's Squad objectives.
- Proven people management skills, and the ability to work within a team.
- Good oral and written communication skills.
- Previous management experience appropriate to the appointment.

- Knowledge of needs of sports people.
- Knowledge of Canoe Polo.
- Budgeting and financial management skills.
- Commitment to financial accountability.

Guiding Policies

- Squad Guidelines
- Accounts Policy
- Disputes Policy
- Selection Guidelines
- Drugs Policy

General Duties

Communication: Establish and maintain communication with the Squad Managers, other Touring Managers and Team Coaches as required.

Powers of Delegation: The Touring Manager is empowered to delegate tasks to Players.

Budgeting: Work with other appointed managers to manage the tour food budget.

Financial Accounting: Ensure a system accounting for any expenditure is put in to place. All details must be available to the Squad Managers on request. Adhere to directions given by the Accounts Clerk.

Personal Records: Familiarise yourself with the dietary needs of all Squad Members including pre, during and post competition sports oriented nutritional needs; and medical requirements.

Squad conduct: Set a standard of behaviour and conduct to be followed by all team members. Correct behaviours where necessary.

Tour Reports: Contribute to the Squad Managers reports as required.

Incident Management: Receive and record information from witnesses with respect to any incident involving Squad Members while on Tour and report to Squad Director.

Records: All records made and collected for the duration of the Contract remain the property of the Association.