



New Zealand Canoe Polo Association Incorporated

TITLE: Squads Manager
POSITION TYPE: Voluntary
REPORTS TO: Executive Director; NZCPA Board

Length of Term: Minimum of 2 years

OVERALL PURPOSE

The Squads Manager will effectively manage New Zealand Squads for NZCPA within budget.

KEY RELATIONSHIPS / STAKEHOLDERS

Build and sustain strategic leadership to, and general management of voluntary managers and assistant managers.

RESPONSIBILITIES OF ROLE

- To oversee the functioning of the NZCPA Squads
- To ensure the continued financial viability of the Squads
- To maintain effective communication with team managers and players.
- To ensure that tours are delivered effectively.

SKILLS & EXPERIENCE

- Has skills to organize New Zealand squad members and be able create solutions to problems as they arrive and implement solutions.
- requires planning tasks at multiple levels.
- Is widely trusted; keeps confidences; admits mistakes; doesn't misrepresent him/herself for personal gain.
- Blends people into teams; shares wins and successes; fosters open dialogue; lets people finish and be responsible for their work; creates a feeling of belonging in the team

KEY TASKS and OVERSIGHT

- Manage New Zealand Squad/Team Managers and Team players
- Arrange, book and confirm suitable accommodation
- Ensure that all flight and travel are arranged
- Ensure entry forms and fees are completed
- Implement and adhere to tour budgets
- Manage accounts and ensure payments are complete
- Liaise with officials and referees for tournaments
- Take care and maintain team equipment where necessary
- Be aware of all safety issues and RAMS
- Provide the board with annual Report and recommendations
- Be familiar with and implement the Policies and Guidelines pertaining to Squads.