

Position Description & Statement of Duties

STATE TEAM MANAGER

As at – November 2014

Team: Mens [] Womens [] Boys [] Girls []

FOCUS OF DUTIES –

1. Undertake off course management of the State Team
2. Liaise between the State Team and Golf Tasmania.
3. Accompany State Teams to Interstate Series.

Primary Tasks

1. Development in collaboration with Golf Tasmania of team budget for travel, accommodation, food and other incidental expenses;
2. Ensure in consultation with the Golf Tasmania Office that all players are aware of policies affecting State Team including their personal and team requirements.
3. Manage with Golf Tasmania the allocation and return of team uniform;
4. Manage the team meal and travel allowance funds in accordance with GT practice
5. Team Managers of Junior teams shall assist in the co-ordination of information to parents.
6. Coordinate any approved fund raising activities for the State Team.
7. Provide pastoral care (especially for junior players).
8. Manage in consultation with the Team Coach and Team Captain any team discipline issues. Serious breaches of conduct and any unresolved issues should be advised promptly to the Golf Tasmania office;
9. Interstate Series
 - a. Ensure appropriate and safe travel arrangements.
 - a. Arrange daily meal and specific dietary requirements;
 - b. Organise Team meetings after each day's play;
 - c. Review any issues arising during daily play;
 - d. Act as the liaison between Golf Australia and other states for tournament information;
 - e. Attend State Team Manager's meetings;
 - f. Attend Opening and Closing Ceremonies;
 - g. Managers are to check all rooms utilised by the team prior to departure and deal with any issues.
10. On completion of the event and within 2 provide a written report to the Board forwarded through the Operations Manager covering : –
 - a. Relevant team operational and organisational matters;
 - b. Any incidents extraordinary to the normally accepted conduct of individual players;
 - c. Reports are to be received within 30 days of the completion of the relevant Interstate Series.
 - d. Suggestions for improvement to the Managers role.
11. Promote any relevant state sponsor where possible and to not promote any rival companies while acting as a representative of Golf Tasmania.

APPOINTMENT –

A State Team Manager shall be appointed by the Board for a term of two (2) years, however are subject to an annual review.

ENTITLEMENTS –

When prior approval has been received by Golf Tasmania to attend events as a representative of Golf Tasmania, the State Team Manager will be provided with the following –

1. Re-imbusement for fuel on a per/km basis at the rate as determined by the Board (travel where possible must be on a shared vehicle basis);
2. Accommodation when required (accommodation will normally be on a shared basis);
3. Meals as required either by direct supply or by provision of a daily allowance.

ACCOUTREMENTS –

Golf Tasmania will provide the following items of uniform which should be worn when acting in the capacity of a State Team Manager.

ACCOUNTABILITY -

A State Team Manager reports directly to the Board through the Operations Manager.