

Manager for South Island Quadrangular teams event



We are looking to appoint a manager for the annual South Island quadrangular teams event amongst our Southern rivals. The event takes place 15th – 16th June in Dunedin. You would leave Friday and return the Sunday afternoon. The team consists of 3 Senior Men and Women, 3 Junior boys and Girls and 4 Masters. An outline of the role's responsibilities and duties can be found below. The Managers travel, and accommodation will be funded by Squash Canterbury.

If you have any further questions or would like to find out more, contact;

Karen Boag either at info@squashcanterbury.co.nz or 027-5337-348

Expressions of interest to be submitted to info@squashcanterbury.co.nz by **9am Monday 4th February**.

Role Description

Responsible to: Squash Canterbury Board Member

Responsibilities and Duties:

- Liaise with team members and parents ensuring that they are informed of meeting times, etc.
- Co-ordinate transport, accommodation, playing gear and any requirements by the event organiser
- Liaise with the team selectors prior to the event to determine the playing order and Manage the playing order during the event.
- Act as liaison officer between Squash Canterbury and the team
- Adjudicate any problems that may arise amongst team members, the coach and supporters
- To travel to the event with the team
- Ensuring all welfare and safety requirements for the team are met, including doctors, physio, etc, and being present at the team accommodation overnight.
- At the event, co-ordinate team meeting with players each morning, attend the managers meeting, arrange all food and meals, take photos of the team, and update Squash Canterbury at the end of each day with the results.
- Post event, write up a summary of the event including, a commentary and full results. Email the report and photos of the team to Squash Canterbury at info@squashcanterbury.co.nz within 24 hours of the conclusion of the event.

Knowledge and Skills Required:

1. Strong interpersonal and oral communication skills including the ability to effectively liaise with players, coaches and administrators
2. Strong organisational skills
3. Sound knowledge of the selection procedures and rules/regulations of the competition