



**NEW ZEALAND
INDOOR BOWLS**

**TEAM MANAGER
DUTIES AND RESPONSIBILITIES**

INTRODUCTION

New Zealand Indoor Bowls (NZIB) will call for applications annually to fill the roles of Team Manager for each of the following events -

1. North Island and South Island Representative Teams

The North Island vs South Island Inter-Island Representative Test will be held on the date and at the venue, set by the NZIB Executive, as prescribed in the Events Calendar.

- North Island Team Manager
- South Island Team Manager

2. Northern Zone and Southern Zone Academy and Masters Teams

The Northern Zone vs Southern Zone Academy and Masters Challenge will be held during the National Championships on the date and at the venue, set by the NZIB Executive, as prescribed in the Events Calendar.

- Northern Zone Team Manager
- Southern Zone Team Manager

The respective Team Managers will be appointed by the NZIB Executive at the February meeting and should possess/demonstrate -

- Excellent leadership skills
- Effective communication skills
- Experienced organisational skills, with an ability to assist a team achieve best results

NZIB will provide relevant guidance and assistance to enable Team Managers to carry out their roles. Whilst a particular level of skill and sport knowledge/experience is required and individuals are recruited on aptitude, it is also being promoted as a leadership development opportunity.

Appointed Team Managers will assist as one of three members of the selection panel for their respective events.

GENERAL DUTIES AND RESPONSIBILITIES

Team Managers have a duty of care towards players and are responsible for the overall authority for the management (including welfare, conduct, and behaviour of the selected players) of the team on and off the mats during the event. For the Inter-Island Representative fixture this includes all travel from the time of departure of team members until the time of their return home.

Team Managers are an integral member of the team and will act as the team representative and spokesperson, and set a positive example for behavioural standards, in accordance with the NZIB Code of Conduct.

Liaise with NZIB Administration Officer and/or Event Controller and team players on all matters relating to the team and event participation including communications advising players of their selection.

Announcement of team members prior to commencement of play.

Communicate progress results regularly with Team Captain/s and provide positive support, reassurance, and motivation for all players during the competition. Congratulate and comfort players, as necessary, and ensure players are concentrated on their match.

Team Managers should be familiar with the Laws of the Game and Conditions of Play for the event and will represent the team in the resolution of any dispute or remedying any necessary player disciplinary issues.

Coordinate with the Event Controller and notify the NZIB Health and Safety Officer of any emergencies and/or any serious player injuries affecting their team, including completion of the relevant incident report.

Provide NZIB with a report on the performance and behaviour of their team, within two weeks of completion of the competition.

INTER-ISLAND REPRESENTATIVE DUTIES AND RESPONSIBILITIES

Liaise with NZIB Administration Officer for team arrangements including -

- travel and accommodation of players
- allocation of rooming arrangements (may also involve supporters)
- medical and dietary requirements of players
- ensuring all players have an official playing uniform
- confirming all players have paid NZIB levies

Coordinate with Event Controller/Host District, and inform all team members of -

- the time and place for team meeting/s
- practice session
- evening meal arrangements
- transport arrangements during event

Present Island Representative badges to new players and year bars to all team members at initial team meeting and assist Event Controller with medal presentations to winning combinations of each discipline.

Liaise with transport personnel, as necessary, for travel to/from venue.

ACADEMY AND MASTERS DUTIES AND RESPONSIBILITIES

Coordinate with Event Controller/Host District, and inform all members of the team, the time and place for team meeting prior to the competition.

APPLICATIONS

To apply for any of the above Team Manager positions, please forward an Expression of Interest, stating experience and qualifications, by email, to the NZIB Administration Officer.

The closing date for applications for the 2024 season is 5:00 p.m. Friday, 5 February.