



# Wellington Golf Incorporated

## POSITION DESCRIPTION – TEAM MANAGER

<b>Position Title:</b>	<b>WGI Team Manager; Wellington Golf Teams</b>
<b>Accountable to:</b>	Board of Wellington Golf, through the Match Committee Chair, Wellington Golf Inc
<b>Support:</b>	Operations Staff, Wellington Golf Inc; Other Team Managers Squad and Team Coaches as appointed by Wellington Golf
<b>Purpose of Role:</b>	To ensure the successful management and supervision of WGI teams and contribute to the successful performance, and the continued development, of WGI teams and players within the District competitive environment.  Teams include: Men's – Senior, Masters, U19 Boys Women's – Senior, Masters, U19 Girls
<b>Key Requirements:</b>	<u>Essential</u> <ul style="list-style-type: none"> <li>• Establish and maintain a positive and effective team and performance culture amongst the teams, squads and individuals who represent Wellington Golf.</li> <li>• Facilitate the creation of agreed individual and team targets and values and behaviours while in the team or squad environment.</li> <li>• General management and organisation of Wellington Golf teams, squads and individuals to ensure Wellington Golf and the event requirements are all met.</li> <li>• Support the WGI Selectors in the squad programmes and the selection, preparation and post event evaluation of Wellington Golf teams.</li> <li>• Ensure player compliance with R&amp;A, New Zealand Golf polices and rules, the Wellington Golf Code of Conduct for Representative Players, and the particular Event rules and regulations.</li> <li>• Feedback and reporting to the Board through the Chair Match Committee</li> </ul>
<b>Key Relationships:</b>	<ul style="list-style-type: none"> <li>• Chair Match Committee or their delegate</li> <li>• Operations Manager, Wellington Golf Inc</li> <li>• Team Coach and or Selectors as appointed by WGI</li> <li>• Team and Squad members</li> <li>• Event Officials (Host Club and District or NZ Golf as appropriate),</li> <li>• Media, Sponsors, and other appropriate agencies.</li> </ul>

<b>Delegated Authority:</b>	<ul style="list-style-type: none"> <li>Budgeted expenses as approved by the Operations Manager, WGI.</li> </ul>
<b>Personal attributes</b>	<ul style="list-style-type: none"> <li>Experience in the management of sports teams, at least at club level.</li> <li>Strong interpersonal and communication skills including the ability to effectively liaise with players, coaches and administrators.</li> <li>Demonstrated ability to model exemplar behaviours</li> <li>Calm and practical under pressure and a reputation for being able to maintain clear, calm and professional communication in all circumstances.</li> <li>Demonstrated ability to maintain confidentiality in all areas when dealing with any personal or medical issues.</li> <li>Well-developed planning, organisational and time management skills.</li> <li>High level of flexibility and adaptability to changes of circumstance or plans.</li> </ul>
<b>Specific Roles</b>	<p>The Team Manager has a variety of responsibilities which include:</p> <p><b>Team Leadership</b></p> <ul style="list-style-type: none"> <li>Establish and maintain a positive and effective team and performance culture amongst the teams, squads and individuals who represent Wellington Golf.</li> <li>Facilitate, with the Coach and Selectors, the creation of agreed individual and team targets, values and behaviours while in the team/squad environment.</li> <li>At all times present and promote the highest standards of personal presentation, sportsmanship and representation of Wellington Golf through the spirit of goodwill and fair play.</li> <li>Establish a rapport with team members based on trust and respect while remaining always in the role of team leader and manager.</li> </ul> <p><b>Team Management</b></p> <ul style="list-style-type: none"> <li>General management duties of travelling Wellington Golf teams and individuals from the time the team is selected to the time the team returns from the event to Wellington.</li> <li>Ensure all players, and parents where applicable, are informed of the dress, travel, accommodation and competition requirements and timetables.</li> <li>Liaise with the Operations Manager, WGI to ensure that uniforms and equipment are ready for distribution to players.</li> <li>Establish good working relationships with event managers and officials ensuring that all rules and requirements of the event are known by team members and abided by at all times.</li> <li>Ensure that all uniforms and equipment are looked after and returned to WGI in a timely manner after the event.</li> </ul>

	<p><b>Planning and Organisation</b></p> <ul style="list-style-type: none"><li>• Liaise with the Operations Manager, WGI and other Team Managers to ensure effective logistics planning for each event.</li><li>• Manage expenditure in accordance with the pre-defined budget presented by the Operations Manager.</li><li>• Attend to all reporting requirements of the team, squad or individual clearly, efficiently and in a timely manner and ensure post-event reports and expense claims and receipts are returned to the Operations Manager.</li></ul> <p><b>Other Roles and Tasks</b></p> <ul style="list-style-type: none"><li>• Support the WGI Selectors in the selection, preparation and post event evaluation of Wellington Golf teams.</li><li>• Provide regular informed reports back to the Coach and Selectors on team preparation and player performance.</li><li>• Act as the WGI media liaison for each event as required.</li><li>• Adjudicate on any problems that may arise with or amongst team members, officials or supporters in accordance with WGI policies and Code of Conduct.</li><li>• Ensure all welfare and safety requirements of players and officials are met while travelling with Wellington Golf teams.</li></ul>
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