

2020

Manager Application For All State Teams



Tahnee Ridley
President, TBAWA



This application is used to apply for the position of State Manager for Western Australian State Team. All applicants must meet the selection criteria outlined in this application and have experience in Managing state teams. This application shall be used for any manager position advertised by TBAWA requesting an expression of interest. Please fill this form out and attach your CV when submitting this form. Once an individual has been appointed, they will be issued a Manager's agreement by TBAWA which will define key responsibilities applicable to their team for their year.

| TEAM INFORMATION | | | | |
|---------------------|------------------|---------|--------------|---------|
| NAME | | | | |
| POSITION | Coach | | Manager | |
| TEAM | Restricted | Seniors | Youth | Rachuig |
| | President Shield | | Disabilities | |
| | Female | Male | | Both |
| ACCREDITATION LEVEL | Level One | Bronze | Silver | |
| YEAR OF EVENT | | | | |
| LOCATION | | | | |
| COMMENTS | | | | |

Applications for the position will be called for yearly. This is a guide as to when the applications for each state team will open and close per nomination year. Nominations cannot be accepted outside of these times, unless indicated by the TBAWA Board or as a re-open of applications. To express an interest outside of these times please use our EOI to become a volunteer. Visit our website for our terms and conditions www.tenpinwa.org

All enquiries please email info@tenpinwa.org

| APPLICATION CALENDAR | | |
|-------------------------|--------------------------------------|------------------------------------|
| TEAM | OPEN | CLOSE |
| Disabilities | September 1 st Every Year | November 1 st Same Year |
| Adult Youth | October 1 st Every Year | November 1 st Same Year |
| Adult Seniors | October 1 st Every Year | November 1 st Same Year |
| Adult Rachuig | October 1 st Every Year | November 1 st Same Year |
| Junior/President Shield | October 1 st Every Year | November 1 st Same Year |
| | | |

ALL APPLICATIONS TO BE SENT TO
info@tenpinwa.org or
 submitted online at
www.tenpinwa.org under forms



SELECTION CRITERIA

1. Must hold a Team Manager accreditation from TBA when applying for the position as Team Manager. Assistant Team Managers do not require accreditation, however, must have experience in team management.
2. Must have a current CV outlining experience with disability teams if applying for the position as a disability Team Manager.
3. Must have a current CV outlining experience with junior teams if applying for the position as a junior Team Manager.
4. Must hold a Working With Children's card, when applying for the position as Team Manager or Assistant Team Manager in youth and junior teams.
5. Police Clearance to be provided
6. Team Manager credentials to be provided
7. Current first aid certificate, (basic life) support to be provided.
8. Must be in good standing without any disciplinary or financial sanctions with both TBA Australia and TBAWA.
9. Able to travel interstate or local with the team for this upcoming event, and able to cover the cost of their trip. TBAWA may contribute to these fees and shall be discussed at interview.

Be available for interview by the Board of Directors if requested, to finalise this application

RESPONSIBILITIES & REQUIREMENTS FOR MANAGER:

1. Be solely responsible for all aspects of behaviour, conduct, standard of dress and general conditions relating to WA Teams from selection to completion of the event and return to Perth.
2. Impart a positive attitude whilst working with other WA officials such as the Coaches and assist them as required.
3. Be prepared to attend and support regular training of the WA state team you are responsible for at any WA Metropolitan Bowling Centre at times and places agreed with the TBAWA General Committee and in consultation with the appointed coach.
4. Arrange for all Team Members and all Team Officials to sign the Code of Ethics form and leave a photocopy with TBAWA, prior to departure. Ensure bowlers have completed the online ASADA Certificate 1 and provide a copy of their Certificate, along with their Bowler Contract.
5. Be available to travel interstate or local with the state team and take full responsibility for scheduling and organisation of the team, other than coaching and training.
6. 6.
7. Undertake, when required, mentoring, training and encouragement to any Assistant Manager
8. Be responsible for Team funds while away, pay any expenses, keep all receipts, and submit a full financial report to the TBAWA Treasurer within 14 days of returning to WA.
9. Report to TBAWA Committee all incidents requiring disciplinary action, whether handled within the team group or not. And be prepared to submit regular monthly reports to TBAWA Committee meetings of activities during training and a written report of preparation and competition to the TBAWA Committee within 14 days of return from the interstate event.

10. Support the TBAWA Executive and General Committee.
11. You will comply and uphold with all lawful instructions as defined in the TBA Code of Ethics.
12. Report to TBAWA Executive Board all incidents requiring disciplinary action, whether handled within the team or not IMMEDIATELY.
13. Submit regular monthly reports to TBAWA Executive Board of meetings and activities during training and a written report of preparation and competition to the TBAWA Executive Board within 14 days of return from the interstate event.
14. All reports submitted must outline the specifics of the training, competition, awards, Individual Athlete progress and achievements and recommendations on any improvements for the next State Team.
15. Any reports of misconduct or complaints must be submitted to the TBAWA Executive Board expeditiously after the initial incident has been reported to the TBAWA Executive Board.
16. Any other duties as required by TBAWA, and in the volunteer's guide.

