

HQ WOMEN'S MASTERS CONTINGENT LEADER – POSITION DESCRIPTION

PURPOSE:

- To work in conjunction with the chair of the Women's Masters Committee to assist HQ in the organisation of state teams
- To co-ordinate the activities of the whole contingent allowing individual team managers to concentrate primarily on their own team
- To act as an emergency replacement manager if necessary
- To have overall responsibility of the HQ Women's Masters Contingent at the National Championships

ROLE:

Pre-Championships

- Contact all managers to offer support and source information
- Attend state Championships if possible (uniform role and other assistance)
- Organise a meeting of the Queensland team managers during the State Championship
- Organise accommodation, transport, parking and massage therapist/sports trainers with HQ
- Develop player levy with HQ and HQWMC
- Collect and deliver (arrange collection of) any surplus apparel at HQ, blood uniforms, perpetual trophies
- Investigate "ice bath" availability
- Allocate players and officials to rooms through consultation with managers

During Championship

- Advise team managers to keep a photographic and paper record of the initial condition of each vehicle
- Trouble-shoot any problems with accommodation, vehicles and parking
- Meet with all team managers to determine roster for massage therapists/sports trainers and their travel to and from grounds
- Meet with team representatives and managers to organise contingent & official functions, booking appropriate venues if necessary
- Have regular contact with all team managers throughout the Championships
- Co-ordinate travel to HA managers' meeting and Australian delegates' meeting
- Attend HA managers' meeting and Australian delegates' meeting if required
- Attend as many Qld games as possible
- Assist team managers with any medical emergencies
- Ensure all vehicles hired are required for the Championships – return extra vehicles ASAP
- Ensure there is a photo of each team for the HQ archives; this photo is paid for by HQWMC.
- Liaise with team managers re departure of teams from accommodation and return of vehicles to ensure all vehicles are returned with a full fuel tank and that any new damage is reported, photographed and recorded and these records returned to HQ
- In the event of any misconduct or discord within the contingent, refer the matter to HQ for advice and direction

Post Championship

- Provide a report to HQ within 14 days
- Meet with HQWMC to debrief on the Championship
- Submit any unforeseen expenses to the HQ Women's Master Committee for approval
- Provide a report to HQ within 14 days
- Meet with HQ, Contingent Coaching Coordinator and HQWMC to debrief on the Championship
- Submit any unforeseen expenses prior to the HQ Women's Master Committee for approval