



# Application for Official Position **NEW OFFICIAL**

## **MANAGER- RECALL**

**2019 QLD Representative Teams**  
**Closing Date: - 11<sup>th</sup> May 2018**

Tick the box of the team you wish to apply for. Alternately, you may place numbers in preference order if you wish to be considered for a position with more than one team.

\*Championship dates are to be confirmed

<b>Team</b>	<b>Venue</b>	<b>Allocated Dates</b>
Qld Heat	Mirrabooka, WA	5-11 January 2019

### **APPLICATION FORM**

Name: Mr/Mrs/Ms/Miss \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Phone: H \_\_\_\_\_ W \_\_\_\_\_ M \_\_\_\_\_

E-mail: \_\_\_\_\_

Occupation: \_\_\_\_\_

I require an on diamond official shirt **Y / N** Size Required \_\_\_\_\_

<p>I am a Registered Financial Member of _____ Softball Association.</p> <p>I hold a current Blue Card. Number: _____ Expiry Date: _____</p> <p>I hold a current First Aid Accreditation : _____ Expiry Date: _____</p> <p>I have read the attached information and understand the duties and responsibilities of the position I am nominating for.</p> <p>Signature of Applicant: _____ Date: _____</p> <p><i>It is mandatory that all nominees be financial with SQI and SAL through your District Association.</i></p> <p>Signed District Association Secretary: _____ Date: _____</p>
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### *Additional Information*

- *Softball Queensland will supply all officials with their on-diamond shirt. Officials are required to purchase the remaining items of the required-on diamond and off diamond uniform.*
- *Officials will be invoiced for the share cost of the team kitty and a \$50 bond.*
- *All appointed officials are required to attend the TID Camp 2-3 June and State Team Camp 27-28 October*
- *All officials must attend the two training sessions per week*

**Applicant Resume**

Please complete this form in full as the information is used in the assessment process and for National Championship Programs.

Please outline your experience, qualifications and competencies, for each of the following criteria, relevant to the position of Team/Squad Manager:

**Leadership Skills:**

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**Organisational Skills:**

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**Communication & Interpersonal Skills:**

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**First Aid and other qualifications:**

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**Additional Interests and Hobbies:**

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Please attach additional sheet/s if required.

**Nominations must be received at SQI by 11<sup>th</sup> May 2018**

Return application to:

Softball Queensland Inc  
Operations Manager  
C/- Sports House South  
1/866 Main Street  
Woolloongabba Q 4102

## DUTIES, ROLES AND RESPONSIBILITIES OF THE TEAM/SQUAD MANAGER

- (a) Be appointed to the position for approximately 12 months or until such time as the position has been declared vacant.
- (b) Have complete authority over the squad/team at all times and the duty to uphold the SQI Rules, By-Laws and Policies & Procedures applicable to SQI Representative Squads/Teams. (Note: When on the playing field – at training or in games – the coach shall be deemed to have direct responsibility for players and coaching staff, but still work under the authority of the Manager).
- (c) Be the official representative of SQI except when there is an appointed person as head of the official party. (In such a situation, the control of the squad/team shall remain with the Manager.)
- (d) At all times endeavour to promote team harmony and convey to the squad/team the standards set down and expected by SQI. These include behaviour, punctuality, alcohol, curfews, team spirit, dress and discipline.
- (e) Attend all squad and team training sessions and camps.
- (f) Keep a record of attendance at all training sessions/camps and be responsible for ensuring that all attend.
- (g) Maintain comprehensive documentation of incidents and resultant procedures and outcomes.
- (h) Advise all members of the dates and times of travel arrangements, accommodation, uniform requirements, training times and venues. Special attention to be paid to junior players travelling to join the group.
- (i) Take care of all squad/team commitments whilst in camp or travelling.
- (j) Delegate duties to other team officials from time to time as dictated by necessity or practicality.
- (k) Ensure that any illness or injury is appropriately reported, documented and treated.
- (l) Permit no interference from outside the team (relatives, spectators etc.). Contact by relatives, spectators etc. to squad/team members shall be controlled by the Manager after consultation with the squad/team officials. The Manager may request assistance from outside squad/team personnel when needed after consultation with the other officials.
- (m) Contact SQI General Manager to seek assistance/advice as required and advise of any potential major problems immediately.
- (n) The Manager will ensure that the SQI Office has a list of the name of the team members and the rooms to which they have been allocated a minimum of 4 weeks prior the Tournament.
- (o) The Manager will ensure that all team members are aware that property is to be treated with respect and that any damage to property will be the personal responsibility of the offender.
- (p) The Manager will ensure that team members keep their rooms neat and tidy.
- (q) Within 21 days of return from the Championship, submit a complete, honest, full and frank report, in conjunction with all other team officials, to the Operations Manager, including but not limited to accounts regarding the following:
  - Uniforms
  - Travel - flights/ground transport
  - Accommodation and food
  - Injury and illness
  - Conduct of players
  - General observations
  - Team Selection
  - Incidents/problems experienced
  - Administrative personnel evaluation
  - Weekly training and pre-tournament training
  - Tournament Play (team/individual/opposition assessment/results)
  - Playing Venue
  - Communication with SQI Office & other personnel
  - Recommendations for improvement in any/all areas
  - Self evaluation (on a separate sheet)
- (r) Liaise with the coach re training times, activities, curfews, etc.
- (s) Liaise with the Coach re fitness of team members.
- (t) Ensure all property is returned in good order to SQI within 21 days of the completion of a Championship. At times it may be necessary to shorten this time (eg if another team needs the gear).
- (u) Ensure all team accounts are returned to SQI Office within 7 days of completion of tournament or camp.

- (v) Report to the Operations Manager:-
  - (i) non-attendance of a player at any training session
  - (ii) within seven days, any injury at time of selection or incurred after selection by any player/s and to submit a fitness report by a qualified person to be forwarded to SQI within seven days of first notification.
  - (iii) failure of a player to keep in training after selection.
- (w) In special circumstances approved by the Operations Manager, the Manager may give permission for a player to be absent from training.
- (x) Report to the Operations Manager any contravention of SQI Inc. Rules, By-Laws, Policies and Procedures by a player or official.
- (y) Be familiar with basic first aid procedures and in control of the official team first-aid kit. Administer and replace supplies and maintain an account of injuries sustained and resultant outcomes.
- (z) Ensure that water and ice (separate ice for injuries) are available at all training sessions, camps and games.  
Co-operate with other teams regarding the sharing of training/camp facilities.
- (aa) Hold a Suitability Card from the Commissioner for Children and Young People.
- (bb) Abide by the SAL/SQI Codes of Ethics/Conduct
- (cc) Abide by the Softball Queensland Inc Constitution Rules, By-Laws and Policies.