**NORTHERN TERRITORY SIDE MANAGER DUTY STATEMENT AGREEMENT**

**I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** (insert full name) accept the appointment of Bowls NT Side Manager and hereby agree to:

1. Undertake the responsibilities and exercise the authorities given to me by Bowls NT, and as set out in this Duty Statement, the 2019 Player Agreement, and the Bowls NT Constitution and By-Laws.
2. Be responsible for direct liaison with Bowls Australia regarding requirements for the competition and travel to and from the competition.
3. Obtain quotes related to travel and transport to and from venues for presentation to Council/BNT board, for approval and comply with all BNT policies related to team travel and accommodation to, from, and while attending the ASC.
4. Maintain close liaison and lines of communication with all Side players and the Bowls NT Board to ensure that details of all arrangements are communicated and accessible as required.
5. Ensure that all players have made the necessary arrangements to obtain the approved Bowls NT uniform.
6. Assist Bowls NT in all aspects of fundraising (where applicable) and publicity for the Side.
7. Liaise with the Side Coach and players to resolve any individual or group problems, or difficulties or issues as and when they arise.
8. Issue regular reports on the state of play for use as media releases, social media posts and information back to the various Clubs in the NT.
9. Represent Bowls NT at official functions, meetings and attend to any other requirement of the organizing body including the provision of Association publicity releases.
10. Accept “ex officio” status to the Board of Bowls NT from the date of appointment and for the period of the tour, excluding voting rights.
11. Provide written reports to Bowls NT in regard to all aspects of the Side’s performance and behaviour within 28 days of the conclusion of the tour. This report will be circulated by Bowls NT to all Side players for their information and be included in BNT annual report.
12. Exercise Bowls NT’s responsibilities for the health, safety and security of all members of the touring party commencing from the time they assembles at the official departure point until their official return. Travel arrangements outside the official Bowls NT itinerary are not the responsibility of the Side Manager.
13. Travel with the Side in accordance with the approved Bowls NT itinerary unless otherwise approved by Bowls NT.
14. Assist the Side Coach/s as required during scheduled training and briefing or debriefing sessions before, during or after competition matches, when all players are under the control and direction of the Side Coach/s, except that any disciplinary action arising there-from shall be dealt with by the Side Manager.
15. Refer any potential or actual conflict in carrying out the respective duties or responsibilities of the Side Coach and the Side Manager to Bowls NT for clarification and/or direction.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_