



**APPLICATION FOR THE POSITION OF BOWLS NT SIDE
MANAGER WITH THE NT UNDER 18 REPRESENTATIVE SIDE**

I, _____

HEREBY APPLY FOR THE POSITION OF MENS / LADIES UNDER 18 MANAGER.

Please find attached my application for the position of Side Manager addressing the Job Description below.

Signed: _____

Postal Address: _____

Email Address

PHONE: [H]-----[W]-----[M]-----

Date _____

ASSOCIATION USE ONLY

Date Received: -----

Appointed/Not Appointed: -----

Appointment letter sent: -----

JOB DESCRIPTION

A Bowls NT Side Manager is responsible to Bowls NT for the efficient planning and organization of pre-departure arrangements, the management of the Side before commencement of the tour and the day to day management of the Side when on tour.

The Manager must liaise closely with the Side Coach/s, Side skippers and members of the players' leadership group.

GENERAL DUTIES

1. Be responsible for direct liaison with Bowls Australia regarding requirements for the competition and travel to and from the competition.
2. Obtain quotes related to travel and accommodation to, from, and while attending the ASC.
3. 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.
4. Ensure that all players have made the necessary arrangements to obtain the approved Bowls NT uniform.
5. Assist Bowls NT in all aspects of fundraising (where applicable) and publicity for the Side.
6. Liaise with the Side Coach and players to resolve any individual or group problems, or difficulties or issues as and when they arise.
7. Issue regular reports on the state of play for use as media releases, social media posts and for information back to the various Clubs in the NT.
8. Represent Bowls NT at official functions, meetings and attend to any other requirement of the organizing body including the provision of Association publicity releases.
9. 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.
10. 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.
11. Exercise Bowls NT's responsibilities for the health, safety and security of all members of the touring party.
12. To travel with the Side in accordance with the approved Bowls NT itinerary unless otherwise approved by Bowls NT.
13. To assist the Side Coach/s as required during scheduled training and briefing or debriefing sessions before, during or after competition matches.

SELECTION CRITERIA

ESSENTIAL:

1. Planning, organizational and management skills
2. Interpersonal and dispute resolution skills
3. Good oral and written communication skills
4. Preparedness to undertake the responsibilities set out in the Bowls NT Manager Duty Statement
5. Be a financial member of an affiliated Lawn Bowls Club within the NT

DESIRABLE:

1. A current member of a club committee or holding another office of responsibility related to the sport of bowls.
2. A basic knowledge and understanding of the aims and objectives of Bowls NT.
3. A basic knowledge and understanding of the inter-related roles of Club, State and National bodies.
4. Current first aid certificate.
5. Current NT drivers licence.