



## North Coast Academy of Sport POSITION DESCRIPTION

### Hockey Program - MANAGER

#### Duties of the position

The main duties of the Program Manager include:

1. Assisting in the planning and evaluation of the Hockey program.
2. In conjunction with the Academy office, promote selection trials to schools and Hockey associations.
3. Booking /set up of venues, accommodation, transport, catering, training equipment and consultants as required for each event.
4. Assisting in the ordering of supplies and services via the Academy office.
5. Co-ordination of clothing and uniform requirements for the squad.
6. Communication with athletes and their families either through the Academy Office, in person, by e-mail, post or telephone.
7. Working with coaching staff on matters related to the safe and efficient conduct of the program.
8. Working with the Academy office in the management of the program: Including costings and budgets.
9. In conjunction with the other program staff, Hockey NSW and Academy representative, assist in developing a regional program for talented junior athletes.
10. Attend all program activities.
11. Liaise with specialist consultants and guest coaches.
12. Willingness to build strong team culture

#### Qualifications, Experience and Selection Criteria

##### Highly desirable

1. Sport administration / committee experience, preferably in the sport of Hockey
2. Current first aid certificate
3. Demonstrated Hockey program planning and monitoring skills
4. Developed communication skills
5. Good organisational skills
6. Budgeting and accounting skills
7. Computer skills, including email.
8. Confidentiality (commitment to supporting the individual athlete with respect to the potential conflict with association/club commitments).

#### Remuneration

An annual honorarium will be paid to the manager at the completion of the program, once they have been assessed by the NCAS Executive Director as fulfilling their commitment to the program.

This amount is to help reimburse you for all incidental expenses such as fuel, phone calls, stationery, and similar incidental expenses that you have incurred in the competition of your duties.

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No further claim for reimbursement of expenses can be claimed. Further information can be provided by the NCAS office upon enquiry.

### **Professional Development Support**

All coaches and managers are allocated \$200 per year to assist with any professional development expenses you have throughout that year. Please contact the NCAS Office if you have a professional development opportunity to which you would like to allocate these funds.

### **Term**

Program Managers are contracted for one program term.

### **Communications**

The Manager will be required to communicate effectively with other program staff to support the success of the program. All program staff report to the Head Coach.

The Manager may also liaise with the Academy's Executive Director and Sport Programs Manager from time to time in relation to the running of the program. The manager is ultimately accountable to the Program Management Group comprising:

- Hockey NSW Player Pathway Manager
- NCAS Sport Programs Manager
- NCAS Executive Director

### **Mandatory Requirements**

All Academy program staff are obliged to satisfy Prohibited Employment Legislation requirements.

All Academy program staff are obliged to have;

- A valid NSW Working with Children Check.
- Completed the following Play by the Rules courses;  
<https://www.playbytherules.net.au/>
  - Child Protection
  - Harassment and Discrimination
  - Inclusive Coaching
  - Complaint Handling
- Completed the Sport Integrity Australia – Level 1 Anti-Doping course  
<https://elearning.sportintegrity.gov.au/>