

JOB DESCRIPTION

POSITION TITLE: Temperzone New Zealand Junior Black Sox Assistant Manager
REPORTS TO: Softball NZ CEO, Head Coach
DATE WRITTEN: February 2023



The New Zealand Junior Black Sox Teams are part of the Softball New Zealand (SNZ) development pathway and in line with the senior high-performance programmes. The key focus for the Junior Sox programmes is the preparation and development of under 18 athletes toward future winning performances for the senior national men's and women's teams on the international stage.

The JBSX Assistant Manager delivers leadership and direction to management and selected athletes culminating a number of camps including the U-18 Men's Softball World Cup 2023 (Dates TBC).

A. PRIMARY JOB PURPOSE

The role of the Assistant Manager is to:

- Assist in providing direction and leadership to the Junior Black Sox management team.
- Work closely with the Manager to deliver and meet the strategic objectives of the team.
- Provide technical support and administrative assistance with strategic, logistical and team operational matters.
- Assume responsibility for the safety and wellbeing of all members of the New Zealand Junior Black Sox team when involved in events (including the travel to and from).
- Ensure that any Drug testing carried out on SNZ Athletes is done in accordance with established protocols and that the Athlete's rights (including Natural Justice and Privacy) are respected.
- Be aware of the terms and conditions of the Athlete Contracts and take all reasonable action to ensure that both SNZ and the Athletes observe them.
- Ensure that the Athletes are aware of their obligations, responsibilities and all other aspects of their participation in the event/tour.
- Ensure that the Athletes are always appropriately attired, as per the Athlete's



- Contract, on and off the diamond.
- Monitor and manage the public behaviour of the Athlete's to ensure appropriate standards are maintained at all times.
- Establish a co-operative, team based partnership with the Head Coach and other coaching and management staff and share information with them and be supportive of them.

B. JOB RESPONSIBILITIES

- To represent SNZ in all dealings with athletes and management under contract with SNZ to participate in a particular event
- To be responsible, on behalf of SNZ, for the management of the welfare and behaviour of Athletes selected in the relevant National team, when training and participating at an event and/or tour and when travelling in respect of the event/tour. This responsibility also extends to officials forming part of the touring party
- To represent SNZ in all official capacities (except those taken on by the Head Coach.
- Delegation, where a Head of Delegation is appointed by SNZ) at the event/tour and to keep SNZ informed of any issues likely to become contentious and/or of significant public interest
- Maintain a close relationship with all levels of management.
- Where appropriate and when signed off by SNZ, oversee fundraising issues on behalf of the team in conjunction with SNZ. No fundraising or sponsorship initiatives should be undertaken without express written consent from SNZ.
- Understand insurance policy procedures and report all matters of theft to the police and obtain documents for report and claims.
- Provide Athletes with a reliable and supportive level of care and respond in a reasonable manner to their needs and concerns.

C. ISSUES AND CHALLENGES

- Significant domestic and international travel
- Ability to operate in a frequently changing environment and to act unsupervised
- Maintain communication links with all key stakeholders.

D. DECISION MAKING AND ACCOUNTABILITY

- Accept responsibility for media liaison and proactively and positively promote Softball, Sponsors and our Athletes and Team, in the best possible manner and at every opportunity. Refer Softball New Zealand Media policy
- Oversee all Drug Enforcement issues with regard to ISF, DFSNZ & SNZ policy and procedures
- Understand insurance policy procedure and report all matters of theft to the police and obtain documents for report and claims.
- Keep SNZ regularly informed of any matters/events which involve the Team, or individual Athletes, in any official or disciplinary manner or in respect of injuries.
- Have a detailed Knowledge of the SNZ Media Policy



Note: Softball NZ have overall responsibility and accountability of the High-Performance Budget.

E. JOB DIMENSIONS

- Management personnel
- Program budget within guidelines
- Exercise financial delegation within approved guidelines.

F. KEY PERFORMANCE INDICATORS

- Management of budgets and activities within guidelines
- Management of players and officials to ensure their safety and welfare at all times
Feedback from Softball New Zealand (annual review) and regional softball associations
- Athlete development of positive attitudes to training, competition and lifestyle

G. JOB HOLDER REQUIREMENTS

The primary requirement in selection for the Assistant Manager position is demonstrated success as a manager, appropriate experience in the holistic development of players, programme management and leadership.

- Understanding of the standards and demands of national / international level sport an innovative and energetic style
- Demonstrated success in managing individual differences and group dynamics
- Sound financial, interpersonal, communication and administration skills to management skills, an acceptance of irregular and long hours of work, and capacity to travel domestically and overseas for extended periods
- The manager will be required to assist with other duties within the team from time -time. These will be discussed and agreed to with the manager as necessary
- Well-developed knowledge of the domestic international softball environment

H. Remuneration:

- It should be noted that this is a self-funded role. Where possible a contribution to costs will be provided by the programme.