

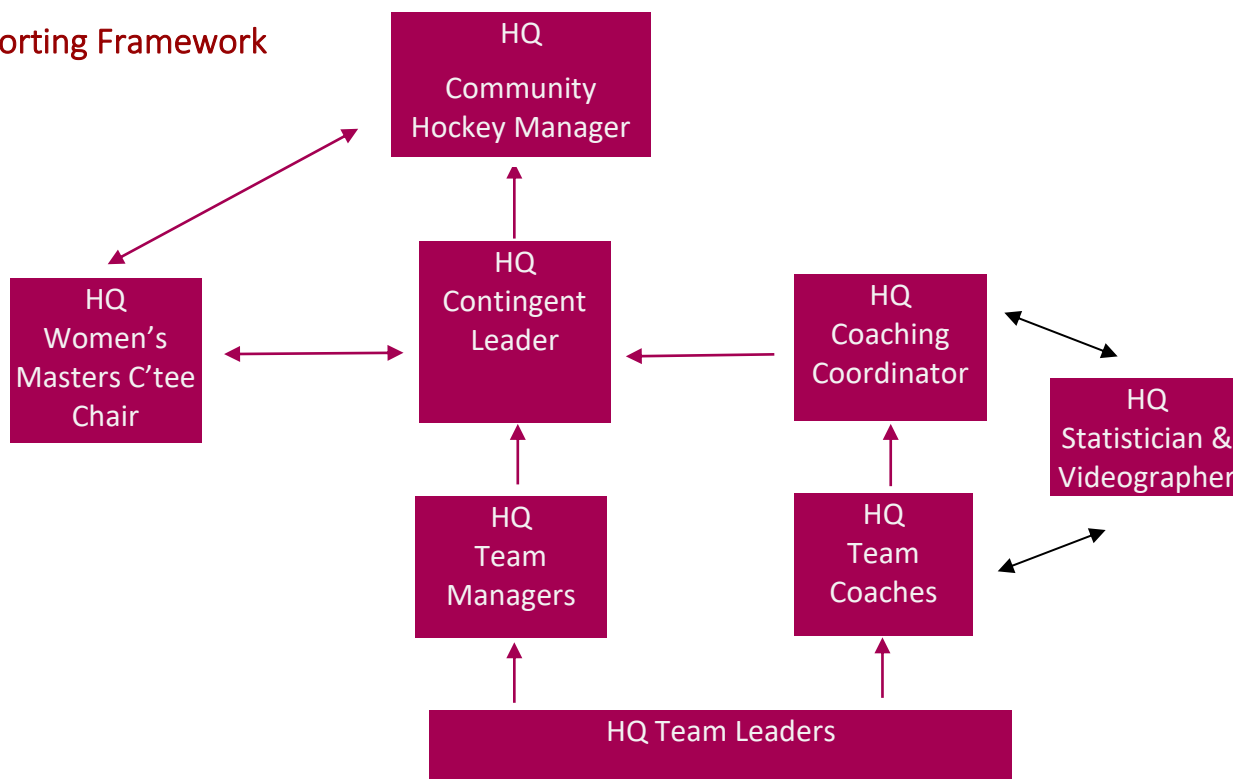
WOMEN'S MASTERS CONTINGENT LEADER

POSITION DESCRIPTION

Purpose

- To work in conjunction with the Chair of the Women's Masters Committee to assist HQ in the organisation of state teams
- To co-ordinate the activities of the whole contingent allowing individual team Managers to concentrate primarily on their own team
- To have overall responsibility of the HQ Women's Masters Contingent at the National Championships
- To act as an emergency replacement Manager if necessary
- To contribute to and maintain HQ reporting framework / communication protocols
- To monitor and uphold HQ Codes of Conduct and #TeamQLD behaviour standards:
<http://hockeyqld.com.au/About-Us/TeamQLD>

Reporting Framework



Role

Pre-Championships

- Develop player levy with HQ and HQWMC
- Contact all Managers to offer support and source information
- Attend State Championships if possible (uniform role and other assistance)
- Meet and greet HQ team Managers during the State Championship or subsequently via Zoom
- Liaise with HQWMC to organise accommodation, transport, parking, massage therapist/sports trainers and blood uniforms with HQ
- Liaise with HQ and distribute to managers the manager report and team kitty templates, player medical info etc
- Collect and deliver (arrange collection of) any surplus apparel at HQ, blood uniforms, perpetual trophies
- Investigate “ice bath” availability
- Allocate players and officials to rooms through consultation with Managers

During Championship

- Ensure all vehicles hired are required for the Championships – return extra vehicles ASAP
- Advise team Managers to keep a digital photographic record of the initial condition of each vehicle
- Trouble-shoot any problems with accommodation, vehicles and parking
- Liaise with all team Managers to determine roster for massage therapists/sports trainers and their travel to and from grounds
- Meet with team representatives and Managers to organise contingent & official functions, booking appropriate venues if necessary – including but not limited to Meet n Greet, Opening and Closing ceremonies
- Have regular contact with all team Managers and Coaching Coordinator throughout the Championships

- Co-ordinate travel to HA Managers' meeting and Australian Delegates' meeting
- Attend HA Managers' meeting and Australian Delegates' meeting if required
- Attend as many Qld games as practicable
- Assist team Managers with any medical emergencies
- Ensure there is a photo of each team for the HQ archives; this photo is paid for by HQWMC
- Liaise with team Managers re departure of teams from accommodation and return of vehicles to ensure all vehicles are returned with a full fuel tank and that any new damage is reported, photographed and recorded and these records returned to HQ
- Receive all Managers' Reports within 14 days of end of Championship, review and provide any recommendations to HQWMC
- Obtain all Managers' team kitty reports within 14 days of end of Championship, review and audit and forward to HQ
- In the event of any misconduct, discord within the contingent, or unforeseen emergencies refer the matter to HQ for advice and direction

Post Championship

- Provide a report to HQ within 14 days
- Submit any unforeseen expenses to the HQ Women's Master Committee for approval
- Meet with HQ, Coaching Coordinator and HQWMC Chair to debrief on the Championship
- Utilising the results of the players' survey, provide Managers with feedback on their performance

Accommodation and Travel Arrangements

- The role of Contingent Leader is funded
- The Contingent Leader must join the Contingent at the Contingent Assembly date and time
- The Contingent Leader must stay in the Contingent accommodation