



TBAWA invites Applications for

# MANAGER

Of the WA Rachuig Teams at the 2008 NATIONALS

## RACHUIG TEAMS

Location - Perth and Canberra, ACT

**A Manager is required for each of the Male and Female Teams**

### APPLICATION for Manager of a WA Team

(ONE FORM PER APPLICATION)

I apply for the position of **Manager** of the WA **Male** **Female**  
Team for the Walter Rachuig Trophy Tournament. (Circle where applicable)

RESUME: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Managers:** I am a Registered TBAL Manager\*. I have read the Responsibilities and Requirements and agree to abide by them and any instructions of the TBAWA General Committee.

NAME ..... SIGNED .....

Address .....

..... Post Code .....

Email ..... Phone .....

Mobile .....

\*Note: TBAWA will be running a Managers Course prior to departure of the 08 WA Rachuig Teams



## **RESPONSIBILITIES AND REQUIREMENTS FOR MANAGER:**

1. Be solely responsible for all aspects of behaviour, conduct, standard of dress and general conditions relating to WA Teams from selection to completion of the 2008 Nationals events and return to Perth.
2. In consultation with TBAWA Treasurer, book and confirm all travel, uniform and accommodation arrangements, and advise all Team Members of these arrangements and associated costs.
3. Liaise with the Coaches and assist them at all times.
4. Be prepared to attend training of the WA Teams at any WA Metropolitan Bowling Centres at times and places agreed with the Coach and TBAWA.
5. Be responsible for the availability of Team Members where their presence is required in fulfilling Team responsibilities at training, fundraising and competition.
6. Support the TBAWA and General Committee at all times, and comply with all lawful instructions as defined in the TBAL "Code of Ethics & Agreement Form".
7. Arrange for all Team Members and all Team Officials to sign the Code of Ethics form and leave a photocopy with TBAWA, prior to the WA Teams leaving Perth for the 2008 Nationals.
8. Be responsible for any matter other than those relating to Team line-ups, bowling or discipline on the lanes which is the complete jurisdiction of the Coach.
9. Deal with any conflict or distraction during play, leaving players free to concentrate on bowling in the event.
10. When the WA Teams are away from Perth to compete in the events, tend to all Team requirements- e.g. (Refreshments, meals, injuries, score keeping and cleanliness of uniforms).
11. Ensure Team Members are aware of all events in which they are involved. Ensure that the Team stays in the accommodation provided and remains together until the completion of all of the events the Teams participate in and return to Perth.
12. Participate in fundraising events run to assist the Team and Team officials. Managers will be required to meet any personal shortfall if insufficient funds are raised; estimated cost may be as high as \$1900.00 per person, and pay individual invoices by the due dates.
13. If Team does not have a fundraising coordinator, organise fundraising for the benefit of all Team Members and all Team Officials.
14. Receipt all moneys from fundraising and paid by Team Members, pay for practice sessions at Team training, make a summary listing individual payments and forward all money to TBAWA Treasurer for banking, within 7 days of collection.
15. Be a TBA Registered Manager prior to travelling with the Teams to Canberra, ACT in October 2008.
16. Be responsible for Team funds while away, pay any expenses, keep all receipts, and submit a full financial report to the TBAWA Treasurer within 14 days of returning to WA.
17. Be prepared to submit a verbal report at TBAWA Committee meetings of bookings and activities during training and fundraising and a written report of preparation and competition to TBAWA within 14 days of return from the Tournament in Canberra ACT.

## **APPLICATIONS**

Send applications with the short resume completed no later than Friday 14 March 2008 addressed to:

Rachuig Manager  
PO Box 3144  
BELMONT EAST WA 6104