



TENPIN BOWLING ASSOCIATION OF WA

<http://tbawa.dyndns.info/>

TBAWA invites Applications for

MANAGER

Of the WA Teams in the 2009 NATIONALS

SENIORS TEAMS

Location - Perth and Mt Gravatt, Qld

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 **Male** **Female** team for the Seniors Team challenge event. (Circle where applicable)

RESUME: _____

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

NAME SIGNED
Address
..... Post Code
Email Phone
Mobile



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 National Team 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 Coach 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 2009 National Team event.
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 and 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 and will be required to pay any personal shortfall if insufficient funds are raised. Estimated cost may be as high as \$1200.00.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 players, 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 available to travel with the teams to Queensland in October 2009.
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 written report of activities during training, fundraising and competition to TBAWA within 14 days of return from the Tournament in Queensland.

Send applications with the short resume completed no later than Friday 13 March 2009 addressed to: 09 Seniors Team Manager PO Box 3144, BELMONT EAST WA 6104.