



Cunningham District Bowls Association Inc

ABN 30 083 980 317

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DISTRICT SIDE MANAGER

REPORTING RELATIONSHIPS: The District Side Manager reports, by written report, after the completion of each event directly to the CDBA Management Committee.

PURPOSE OF THE DISTRICT SIDE MANAGER: To ensure the smooth and harmonious running of each Inter-District, State District Sides Championship or other event at which the District's representative players compete.

The District Manager is appointed by CDBA Management Committee upon the recommendation of the respective Selection Committee. The role of District Manager is complex and as such the person obtaining the position needs to possess a variety of skills and pre-requisites, including but not limited to:

- Articulate communicators, with a reasonable knowledge of the English language
- Writing, reading and numerical skills
- The Manager needs to be a people's person and have empathy for others
- Having conflict resolution skills would be advantageous
- Negotiation skills is a must
- The Managers needs to be able to handle money
- The Manager needs reasonable computing skills as he/she will be required to download information from websites. A working knowledge of "word" and "excel" would be advantageous.
- The Manager needs to be able to demonstrate they are "task driven" and have an ability to work in an orderly fashion even under stressful or pressure situations
- Time management skills would be advantageous
- Should the District side contain players under the age of 18 a positive working with children "blue card" is a requirement
- A mobile phone, and email address is a necessity
- The manager needs to be passionate about the District

Principal Responsibilities:

- Attend Inter-District and State District Sides Championship events
- Ensure all players and officials in a District side are conversant with and have signed the CDBA Player and Officials agreement
- Attend Managers' meetings at events
- Provide input (as advised by selector's or as directed by CDBA Management Committee) to the conditions of play for future Challenge matches.
- Attend to scorecards, shirts, jackets and the reasonable needs of players
- Ensure all District shirts are returned by players at the conclusion of each event
- Provide for players' safety, comfort and well-being at all times during the playing and staging of events
- Collect player contributions for events, ensuring these funds are either banked or given to the District Treasurer in a timely manner after each event
- Ensure either direct deposits or cheques are made for payment of green fees and meals for both players and officials attending events
- Prepare a report after the conclusion of each event for the CDBA Management Committee. A copy of the template is available on the CDBA website www.cdba.org.au
- The Manager may, if requested by the Selectors, assist in player/team selections once the competition has commenced
- In conjunction with the with the Selection Committee, provide write-ups and photos (if any) of events to the Systems Administration Committee (SAC) for uploading to the CDBA website and social media site within three days of the events conclusion.
- Provide SAC with any updated conditions of play for future events to be uploaded to the District website.
- Work cohesively with all CDBA officials

Limitations:

The committee members are not authorised to:

- Make policy or regulations or make a commitment to change any policy or regulation that may be binding on the CDBA
- Make press or social media statements that may be considered defamatory of the CDBA, CDBA Officials, or Players.
- Directly approach Bowls Qld or Bowls Australia without the express authority of the CDBA Management Committee

Signed By Applicant:

Date: