



# Cowra Netball Association

## Representative Team Manager Agreement

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This agreement is made between **Cowra Netball Association (CNA)** and the undersigned **Representative Team Manager** for the 2026 Representative Netball Season.

### **Purpose:**

This agreement outlines the responsibilities and expectations of a Representative Team Manager to ensure effective communication, smooth organisation, and the successful operation of representative teams under Cowra Netball Association.

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### **1. General Responsibilities**

The Team Manager agrees to:

- Support the appointed coach and players throughout the representative season.
  - Act as the primary liaison between the Association, coaching staff, players, and parents/guardians.
  - Ensure all administrative tasks related to the team are completed in a timely and accurate manner.
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### **2. Communication**

The Team Manager must:

- Communicate all relevant information (e.g. training times, game/carnival schedules, venue changes, uniform details, and association notices) to players and parents **promptly and clearly**.
  - Use approved communication methods (e.g. Messenger App, email, WhatsApp) as directed by the Association.
  - Be available to respond to messages and escalate important issues to the Representative Coordinator or CNA Committee where appropriate.
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### **3. Organisation**

The Team Manager is responsible for:

- Keeping an up-to-date contact list of team members and families.
  - Attending all representative meetings where required.
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- Ensuring players have the correct uniform and equipment.
  - Coordinating team attendance at carnivals and events.
  - Managing team rosters, score bench duties, and court-side supervision.
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### 4. Conduct and Behaviour

The Team Manager must:

- Model respectful, inclusive, and positive behaviour at all times.
  - Respect the decisions the team coach makes, related to training and game management.
  - Uphold the values and policies of Cowra Netball Association.
  - Ensure all players and parents understand and adhere to the Representative Player and Parent Code of Conduct.
  - Report any concerns or incidents (e.g. injuries, misconduct, or behavioural issues) to the Coach and Representative Coordinator promptly.
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### 5. Confidentiality and Privacy

The Team Manager agrees to:

- Maintain confidentiality of any private or sensitive information related to players, families, or the Association.
  - Use personal contact information solely for team-related purposes.
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### 6. Commitment

The Team Manager understands that:

- This is a volunteer role requiring reliability, effective time management, and dedication.
  - Failure to fulfil the outlined responsibilities may result in the CNA Committee reviewing and possibly terminating the appointment.
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### Agreement

I, the undersigned, accept the position of Representative Team Manager for the Cowra Netball Association and agree to carry out my duties as outlined above to the best of my ability.

Manager Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Team (Age Group): \_\_\_\_\_

CNA Representative Coordinator Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_