



## **2023 Canterbury Women's Representative Assistant Manager**

### ***Role Description***

**Role Title:** Canterbury Women's Representative Assistant Manager  
**Reports to:** Canterbury Golf Development Manager  
**Appointment Period:** 15 May 2023 – 31 December 2023

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#### **Purpose of the Position:**

The purpose of this position is to ensure logistical details are taken care of related to the representative team. The assistant manager will ensure that the players and manager are prepared with everything they need during the day.

Excellent organisational skills are needed to ensure all the match day preparations are complete.

The 2023 Women's events can be found here – [2023 Women's Events](#). Note the assistant manager will not be required to attend all events but will be expected to attend the NZ Interprovincial.

#### **Responsibilities**

- Ensuring the team is well prepared and has everything needed on the day to perform at their best. This includes ensuring players have adequate food and drinks throughout the day and are prepared for all weather conditions.
- Provide support to the Team Manager as necessary.
- Preparations of meals eaten either at the motel or at a restaurant.
- Responsible for ensuring team expenses are kept within budget.
- Oversee the behaviour of members of the team. Any behaviour that breaches the Canterbury Golf Representative Code of Conduct should be immediately reported to the Women's Team Manager.
- Contribute at team meetings.
- Other tasks to support the team as required by the team/manager and/or Canterbury Golf.

#### **Key Relationships**

- Canterbury Women's Team Manager
- Canterbury Women's Team players
- Golf Development Manager