TBNZ National Squad Administrators
Job Description

Junior/Youth
Open
Senior

Reports To:

Chief Executive Officer (CEO)

Liaises with:

CEO
Administration Manager
Education Officer
TBNZ National Teams
TBNZ National Squad Managers
TBNZ Members

National Squad:

- At the start of each year or earlier if possible the NSA (National Squad Administrator) needs to work out who is entitled to automatic invites to the National Squad as per the policy.
- Those invites are then sent to the Selectors and they are asked to consider any invites outside the automatic invites they wish to make. The ideal squad size is 10 to 12.
- Once the Selectors confirm additional invites the NSA sends invitations to join the squad to the automatic invites and special invites. Those who accept are then sent National Squad agreements to sign and return.
- Details from those are compiled into spreadsheets to form a National squad database.
- The NSA then needs to advise the management team and Board of squad names then arrange the squad announcement on Facebook and have the website updated.

Tournaments

- The NSA works with the CEO putting together a calendar year of tournaments for the NZ team to compete at and sends to the Board for approval. Once approved those tournaments need to be announced on Facebook and the website.

Teams

- To put together a team to compete at an approved tournament the NSA needs to send an invitation to be selected for that team to each member of the respective squad. That invite should include an approximate total budget based on information to hand at that time, dates the team will be required to be at the tournament and any other policy around other people travelling, where others stay and training camps if any.
- The names of those wishing to be considered for selection are then sent to the selectors noting who of those is automatically selected according to the policy.
- The selectors should reply with reasons for selection. That selection is then sent to the CEO for confirmation as per the policy.
- Once confirmed those who have not been selected need to be contacted first. Once sure all those are advised, those selected are contacted. The Board is then also advised of the team selected before the Facebook announcement.

Manager/Coach

- The NSA will appoint the manager and coach for each team in consultation with the CEO.
- Ideally this should happen before the invitations to be selected are sent and that forms part of the pre selection info but that is not always possible.
- Once the Manager/Coach are appointed they take over the organisation and team communications after selection is confirmed.

Debrief

- The NSA conducts a debrief with the team Coach and Manager when they return and advises the CEO of any issues or recommendations that come from that.
- The NSA also requests a review from team members.

Management Team

The NSA can provide a written report as deemed necessary to the Management Team.