



Team Manager

Australian Open Women's Team (Travelodge Aussie Spirit)

Position Description

Position details

Position:	Team Manager
Reports to:	Head Coach
Remuneration:	This is a volunteer position. Expenses will be paid in accordance with the Australian Teams Policy.
Term:	2019 (Flexibility to attend one or more events as required)

Primary purpose of role

The focus of this role is the administrative support for the Travelodge Aussie Spirit throughout 2019.

The role of the Team Manager is to:

- Provide administrative support to the Head Coach in all areas of off the field activities
- Formulate and implement rules for the welfare and conduct of all members of an Australian team while in camps, participating in domestic tournaments and touring overseas
- Assist the HPM in preparing the team's logistics – in the lead up and during the event
- Ensure that all members of the Australian team observe the obligations entered into when signing the Softball Australia player and officials' agreements

Essential qualifications

- A minimum of three years experience in the administrative activities associated with a state representative team at open age level
- Administrative experience with a team at sub-elite or elite level
- The experience of managing a team of 20 or more in a series of diverse environments and conditions
- A current applicable Working with Children Check

Key Position Criteria and Personal attributes

Personal

- Effective time management and administration skills
- An innovative and energetic style
- An acceptance of irregular and long hours of work
- Capacity to travel domestically and overseas for extended periods
- Sound financial skills
- Well developed interpersonal skills
- Sound judgment in the application of disciplinary rules in situations of stress

Sport acumen

- Knowledge of the standards and demands of national/international sport
- Knowledge of the Australian high performance sporting environment
- An understanding and empathy for the needs of elite athletes
- An understanding of the concepts of Sports Science/Sports Medicine and their application to athletes during domestic and international competition

Sport delivery

- Demonstrated success in managing individual differences and group dynamics
- Ability to coordinate simultaneous streams of activity under pressure
- Ability to identify potential challenges and move quickly to neutralise them
- Ability to earn respect and cooperation from a diverse group of elite athletes

Tasks

The Team Manager will:

- With the assistance of the Head Coach, other support staff and the athletes develop set rules for team
- Ensure that the team rules are observed by all members of the staff and team
- Bring to the attention of the Head Coach any serious breach of the team rules and together with the Head Coach determine the necessary disciplinary action
- Oversee the travel arrangements for the team while abroad and take any necessary action to respond to travel problems which arise
- Ensure that adequate procedures are implemented for the care of team uniforms and equipment while the team is on tour
- Consult with the Head Coach in planning activities on free days while on tour
- Ensure that all team members are aware of daily schedules when on tour

- Make alternative travel and accommodation arrangements to meet emergencies which arise when on tour
- Liaise with Softball Australia HPM during the tour around any day to day concerns
- Monitor closely all expenditure and monitor the SAL budget provided
- Report any medical concerns directly to the HPM in the event of an emergency whilst on tour
- In support of any formal drug testing program make arrangements in accordance with drug testing authority
- Be the direct contact for all hotel staff, tournament staff or LOC whilst on tour

Resources

The Team Manager will have the following resources available for the execution of the role:

- A budget for team travel provided by the HPM
- Support staff and team members allocated by the Head Coach to assist the Team Manager in specific areas of responsibility
- Assistance and advice from the HPM
- The Team Manager is expected to conform with Softball Australia's Policies.

Accountability

The Team Manager is accountable to the HPM pre-tour. On tour, the Team Manager reports to and is accountable to the Head Coach.

The Team Manager is expected to develop and maintain effective working relationships within Softball Australia with:

- Head Coach and other members of the support staff
- Team players and official members
- High Performance Manager (HPM)
- The officers and staff of the host organisation at any domestic or international tour, and
- Other persons nominated from time to time by the Head Coach

Key Performance Indicators

The Team Manager should expect to negotiate a set of Key Performance Indicators with the Head Coach. These would be reviewed regularly, and will be a principal basis for any review of the Team Manager's performance in the role. They may be expected to cover, but are not limited to:

- Adherence to the approved plans and budgets for the team



- The smooth running of all administrative aspects of the program
- The interpersonal relations of the Team Manager with other members of the team staff and with the players
- The quality of the arrangements for travel, meals and accommodation when the team is on tour
- The off field behaviour of the team, particularly as perceived by host organisations visited by the squad/team
- The quality of the working relationship with Softball Australia staff and other national team administrators
- Feedback from Australia's competitors in international competition on all aspects of team behaviour