



Team Manager

Softball Australia International Friendship Series

Position details

Position:	Team Manager Softball Australia International Friendship Series (Four positions available)
Reports to:	National Events Manager (NEM)
Remuneration:	This is a volunteer position. Agreed expenses will be paid in accordance with Softball Australia policies.
Term:	From: date of appointment To: 31 July 2019
Event:	2019 Softball Australia International Friendship Series Thursday 4 July – Friday 12 July Redlands, Qld

Background

Softball Australia is the national representative body for softball in Australia. Our members comprise the eight states and territories (our Member States), state/territory based associations and clubs (associate members) and individual members.

The Softball Australia International Friendship Series was established to assist with talent identification for aspiring national players of the future as well as providing a foundation for skill development. It offers an ideal opportunity for coaches and team managers to enter the national pathway for junior and senior Australian team programs. The program is managed from the Softball Australia office in Melbourne.

The position reports to the Softball Australia NEM on a day-to-day basis.



Job Purpose

To provide administrative support to the team you are appointed to at the 2019 Softball Australia International Friendship Series.

Qualifications and Experience

- Ideally, experience in the administrative activities associated with a state/national representative team
- The experience of managing a team of 15 or more in a series of diverse environments and conditions
- A current applicable Working with Children Check

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 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 the team for the program
- Ensure that the team rules are observed by all members of the staff and team
- Bring to the attention of the Head Coach and NEM any serious breach of the team rules and together with the Head Coach and NEM determine the necessary disciplinary action



- Ensure that adequate procedures are implemented for the care of team uniforms and equipment during the program
- Consult with the Head Coach in planning activities when there is free time during the program
- Ensure that all team members are aware of daily schedules during the program
- Comply with the requests of the event host concerning registration and any housekeeping arrangements required by them
- At the conclusion of the program, prepare a report addressed to the NEM, particularly drawing attention to challenges experienced during the program and steps taken to respond to them
- Arrange for the counselling of any player when required during the program
- In support of any formal drug testing program make arrangements in accordance with drug testing authority

Resources

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

- Support staff and team members allocated by Softball Australia to assist the Team Manager in specific areas of responsibility
- Assistance and advice from the NEM
- The Team Manager is expected to conform with Softball Australia's policies and guidelines

Accountability

The Team Manager is appointed by Softball Australia and accountable to the NEM.

The Team Manager is expected to develop and maintain effective working relationships with the:

- Head Coach and other members of the team staff
- Squad/team players and official members
- NEM
- Staff of other teams appointed for the Friendship Series
- The officers and staff of the host organisation at the event, and
- Other persons nominated from time to time by Softball Australia

Key Performance Indicators

- Ability to carry out tasks as detailed in this PD
- Feedback from Australian Development Team players and other team officials at the Friendship Series, including the Program Coordinator
- Feedback/review from Softball Australia staff and others involved in the International Friendship Series