



Team Manager

Australian Junior Men's Team

Position Description

Position details

- Position:** Team Manager, Australian Junior Men's Team
- Reports to:** National Events Manager (NEM)
- Term:** From date of appointment until one month after the conclusion of the 2019 Under 23 Men's National Softball Championship;
Potential opportunity for appointment to be extended through to one month after the conclusion of the 2020 WBSC XIII Junior Men's Softball World Cup, subject to performance review.
- Remuneration:** This is a volunteer position

Primary purpose of role

The focus of this role is the administrative support for an Australian squad/team through a camps program and a series of domestic and international competitions.

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 NEM in arranging travel, meals and accommodation for the Australian team while attending camps, domestic tournaments and international tours
- Ensure that all members of the Australian team/squad observe the obligations entered into when signing the Softball Australia player and officials' agreements

Essential criteria

- A minimum of three years' experience in the administrative activities associated with a state representative team or national sports team
- 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

Responsibilities

The Team Manager will:

- Assist the NEM in planning and preparing budgets for squad/team camps and for participation in domestic and international tournaments according to a program advised by the Head Coach and NEM
- Assist the NEM in the arrangement of the travel, meals and accommodation for the squads/teams to satisfy the programs and budgets advised
- Ensure that all members of the squads/teams have signed the current Softball Australia Player and Official's Agreement prior to embarking on any domestic or overseas tour
- With the assistance of the Head Coach, other support staff and the athletes, develop set rules for teams either domestically or internationally
- 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 may arise when on tour
- Conform with Softball Australia Policies and Regulations
- Monitor closely all expenditure for domestic and international tours to ensure that it remains within the approved budget limits
- Attend all camps and supervise off field activities for the squad/team
- On arrival at a domestic or international event, contact the host staff and officials and comply with their requests concerning registration and housekeeping arrangements
- At the conclusion of each domestic and international tour, prepare a report addressed to the NEM, drawing particular attention to challenges experienced during the tour and steps taken to respond to them
- Arrange for the counselling of any player if required on tour
- In support of any formal drug testing program, make arrangements in accordance with drug testing authority

Accountability

The Team Manager is appointed by, and accountable to the NEM. On tour, the Team Manager reports, 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
- Squad/team players and official members
- NEM
- Team administrators of the other Australian teams
- The officers and staff of the host organisation at any domestic or international tour
- Other persons nominated from time to time by the Head Coach

Resources

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

- A budget for each distinct phase of the program, which has been approved by Softball Australia's Board and administered by the NEM
- 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 NEM



Key Performance Indicators

- Adherence to the approved plans and budgets for the squad/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 players
- The quality of the arrangements for travel, meals and accommodation when the squad/team is on tour
- The off-field team behaviour, particularly as perceived by host organisations visited by the squad/team
- The quality of the working relationship with Softball Australia staff and other Australian team administrators
- Feedback from Australia's competitors in international competition on all aspects of team behaviour
- Feedback from players and other team officials at the camps and events
- Feedback/review from Softball Australia staff and others involved in the Australian Junior Men's softball program