

LA TROBE UNIVERSITY NATIONALS

TEAM MANAGER POSITION DESCRIPTION

The key role of the Team Manager is to provide a link between their allocated University Nationals team(s) and La Trobe Sport. The role involves leading and organising a sport-specific team so that the team can perform to their best ability, and to ensure a safe and enjoyable University Nationals for all participants.

Support and training will be provided to the Team Managers under the guidance of the Sport Development Manager and Sport Development Coordinator and more broadly La Trobe Sport. An induction information pack will be available to all appointed Team Managers for compulsory reading and reference.

An effective and successful Team Manager is someone who understands and demonstrates the following:

1. Identifies team needs, delegates tasks as necessary, seeks volunteers, monitors team behaviour, and acknowledges team efforts.
2. Organised and aware of their responsibilities and the expectations of the role.
3. Maintains appropriate communication with La Trobe Sport as required; including pre, post and during the Nationals.
4. Open and inclusive to all students participating in their allocated sport team/s and is prepared to 'go the extra mile' to encourage student participation.
5. Sets clear behavioural expectations and leads by example, as well as ensuring participants adhere to the code of conduct expectations.
6. Understands the ethos of the Nationals competition and ensures that the principles endorsed by La Trobe Sport, of sportsmanship and commitment, are maintained.

DISCOUNTS

Team Managers will receive an additional \$100 off the La Trobe team payment amount. The final amount will be communicated once the teams are finalised.

COMPULSORY TRAINING

All La Trobe participants will be required to attend compulsory face-to-face conduct training in order to be eligible to represent La Trobe at Nationals events. Participants will have the option of attending one of several sessions that will be delivered on campus in the lead up to University Games.

In addition to this, Team Managers will be required to attend specific Team Manager Trainings as required by La Trobe Sport, in order to fulfil the requirements of the role.

NOMINATION

Interested applicants can nominate to be a Team Manager for the La Trobe Nationals team using the attached nomination form. Successful applicants will be notified by the Sport Development Coordinator. Completed nominations are to be sent to the Sport Development Coordinator Emily Harbrow e.harbrow@latrobe.edu.au by 23rd March, 2018.

La Trobe Sport staff have the authority to remove a Team Manager from the position and re-appoint another applicant at their discretion, if a candidate is determined to be unsuitable.

Roles and Responsibilities of a La Trobe Team Manager

PRE NATIONALS

- Liaise with La Trobe Sport to conduct selection trials, and ensure that selection trials are promoted.
- Share information regarding Expression of Interest registrations via the online [La Trobe Sport](#) portal and notify possible participants of selection trial dates.
- Liaise with La Trobe Sport and affiliated Sporting Clubs to secure a coach if appropriate.
- In conjunction with La Trobe Sport and the Coach, conduct sport selection trials and ensure that best available student athletes are being selected to represent La Trobe University.
- Complete and provide team submission to La Trobe Sport by due date.
- Ensure all team members complete necessary registration paperwork and payments as determined by La Trobe Sport.
- Organise team uniform order to be submitted through La Trobe Sport.
- Circulate regular information and updates to all team members.
- Attend all Team Manager meetings and training as required. The Team Manager is the primary point of contact between the team and La Trobe Sport staff.
- Direct any correspondence with Australian University Sport to La Trobe Sport in the first instance.
- Organise any sport-specific equipment that is required for the team.
- Responsible for team accommodation room configurations when requested by La Trobe Sport.

DURING NATIONALS

- Attend Team Manager meeting on the day prior to competition, to collect accreditation and any other information on behalf of the team.
- Ensure all team members are aware of team requirements including accommodation regulations (if applicable), match times and team duties.
- Set a positive example for behavioural standards and adhere to the AUS and La Trobe Sport Code of Behaviour.
- Liaise with La Trobe Sport staff and event management as required.
- Ensure team is wearing La Trobe uniform for official functions, ceremonies and matches.
- Report results to La Trobe Sport media staff at the conclusion of matches.
- Attend all Team Manager meetings called by La Trobe Sport during the event.
- Act as a spokesperson for the team if approached by media and as per the University media policy. If asked questions on behalf of the whole La Trobe team, direct them to the University Team Manager.
- Notify La Trobe Sport of any emergencies and/or any serious player injuries and complete incident report form within 12hrs.
- Report all judiciary matters/disputes to La Trobe Sport as soon as possible. The Sport Development Manager shall then be responsible for the coordination of the appearance and representation of the participant.
- The Team Manager has a responsibility for the team on and off the field, including *behaviour management* of the team. Any disciplinary action should be reported to and addressed by the Sport Development Manager, who has delegated responsibility for the whole La Trobe University Games team.

POST NATIONALS

- Provide La Trobe Sport with a report on team behaviour and performance at the University Games within two weeks of completion of the event.
- Complete feedback survey from La Trobe Sport as requested.
- Write any letters of thanks on behalf of the team.

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TEAM MANAGER NOMINATION FORM

Details	Name: Sport: Address: Phone: Email: Member of La Trobe affiliated sport club:
Purpose	Why have you nominated for the position of Team Manager for the La Trobe University Nationals team?
Relevant experience	Please provide information detailing any relevant experience (sporting and academic) relevant to your application: Please attach supporting documents if required.
No payment for services	<i>The University confirms that no fees will be paid for the provision of the Services by the Volunteer and that no employer/employee relationship exists between the parties.</i>
Referee	Name: Phone: Organisation: Position: Email:

I, _____ have read and understood the role and responsibilities of the Team Manager as outlined above and agree to perform these duties accordingly, if successfully appointed.

Signature:

Date: