

Tasmanian U18 Open Team Manager Position Description



Summary

Each Affiliated State is seeking a Team Manager to support the Head Coach in preparing a state squad for travel to compete at the Australian Youth Ultimate Championships.

Tasks

Responsibilities may include:

- Supporting the coach in administrative duties prior to and at the event
- Establish lines of communication with players and parents to ensure that information is delivered in a clear and timely manner
- Develop a budget for the campaign
- Track all costs and income transparently
- Coordinate fundraising ventures
- Coordinate sponsorship ventures
- Arrange air travel
- Arrange accommodation
- Arrange team uniforms (in consultation with TUA Committee and AFDA Youth Sub-Committee)
- Arrange transport to and from the event
- Ensuring all reasonable player and parent requirements are met prior to and during the event
- Recruiting and working with volunteer chaperones to attend the tournament (most likely in the form of players' parents)

Essential Criteria

- Strong interpersonal skills and communication
- Attendance at Australian Youth Ultimate Championships
- Work effectively with the appointed Head Coach
- Not appointed to hold the position of Head Coach for this campaign
- Not appointed to hold the position of Selector for this campaign
- Not a current playing member of the State Team

Desirable Criteria

- Previous experience with coordinating travel and accommodation logistic with state level teams
- Previous experience dealing with athletes under the age of 18

Performance Review

The manager will provide the following reports to the TUA Committee:

- Budget for the campaign, to be submitted as soon as practicable after selections have been made
- Details of fundraising and sponsorship plans
- A full report and review on the completion of Nationals, concentrating on any problems faced, and possible improvements to the process, including

Manager performance may be reviewed at any time at the discretion of the TUA Committee.

Remuneration

The role is volunteer position. Some or all travel costs to the tournament may be covered, depending on the success of fundraising and sponsorship programs.

Appointment Process

The TUA Committee will consider written applications, which are due by Monday 16th July, 2013.

The application must include the following information:

- Name, address and contact details
- A player development plan and a training plan for the AYUC Team
- Response to the selection criteria

The application may also include curriculum vitae, written testimony, references or whatever else the candidate deems necessary to address the job description and impress the TUA Committee in the appointment process.