



Summary

The Team Manager of a UV State Representative Team is responsible for supporting the Head Coach in preparing the team to compete at the relevant national championships.

Key Responsibilities:

- Ensuring all activities related to the campaign adhere to UV’s Child Safety Policy, UV’s Child Safety Code of Conduct, and AFDA’s Member Protection Policy
- Undertake overall coordination and administrative duties required to support the team and individuals involved throughout the entirety of the campaign from selection events to the championships
- Communicate information to players and parents (where relevant) in a clear and timely manner
- Coordinate fundraising ventures
- Coordinate travel and accommodation needs in consultation with coaching group
- Coordinate team uniforms in consultation with Ultimate Victoria
- Coordinate billets for players at training camps if required
- Read and understand AFDA & UV policies, codes of conduct and event related procedures
- Ensure players are aware of and comply with AFDA policies, codes of conduct and event related procedures
- Understand and follow procedures outlined in the State Team Manager Manual provided and/or as directed
- Oversee team finances
 - create and adhere to a team budget
 - collect money from players
 - track costs & finances in a transparent manner
 - process refunds to players where required at the conclusion of the campaign
- Prepare the following for review by Ultimate Victoria
 - Preliminary budget with anticipated costs per player for the campaign including expected income (player instalments) and expenditure (total campaign costs)
 - Final budget with actual costs following the completion of the campaign
- Contribute to the submission of a post campaign debrief report to Ultimate Victoria, capturing successes, challenges, and suggestions for improvements to the overall process

Essential Criteria

- Current Working With Children Check
- Completion of UV Child Safety Practices Induction online course
- Strong interpersonal and communication skills
- Ability to attend the relevant national championship event
- Ability to attend selection events
- Commitment to facilitate training programs and/or maximise the opportunity for the development of the team

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Desirable Criteria

- Experience coordinating travel and accommodation logistics with travelling sporting teams
- Previous experience as a team manager
- Previous experience with finances and managing budgets
- Previous experience dealing with athletes under the age of 18
- Current First Aid certificate (or willingness to undertake the course)

Allowances

The role is a volunteer position, but reasonable costs for this role are to be covered by the team. Costs will be covered evenly by the players selected to the team, so it is imperative that the leadership group act to minimise these costs. The following will apply:

- Part or all of travel costs to the tournament, staff registration fees and any accommodation costs as necessary are to be covered
- For a leadership group comprising of a maximum three people (e.g. Head Coach, Assistant Coach, Team Manager), all costs listed above are to be fully covered
- For a leadership group comprising of any more than three people (e.g. Head Coach, 2 x Assistant Coaches, Team Manager), each staff member is required to contribute a portion for each of the above costs
- Players are only expected to cover the costs listed above to the equivalent of three staff

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