

# Victorian U18 Team Manager – Job Description



## Summary

Ultimate Victoria is seeking a Team Manager to support the Head Coach in preparing the Victorian U18 state team to compete at the Australian Youth Ultimate Championships.

## Tasks

Responsibilities include:

- Supporting the coaches and selectors in administrative duties including prior to and during the event
- Establishing clear lines of communication with players and ensuring that information is delivered 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
- Looking after team finances, i.e. keeping a team budget, collecting money from players, and tracking all costs in a transparent manner

## Essential Criteria

- Strong interpersonal skills and communication
- Attendance at Australian Youth Ultimate Championships during July 2018 (dates TBC) in Adelaide. Provisional dates are 7<sup>th</sup> – 9<sup>th</sup> July.
- Attendance at Victorian selection days (2) – Saturday 21<sup>st</sup> and Sunday 22<sup>nd</sup> April
- Current Working with Children Check: Free – apply here: <https://online.justice.vic.gov.au/wwccu/onlineapplication.doj>
- Work effectively with the appointed Head Coach & Assistant Coach
- Not appointed to hold a coaching position for this campaign

## Desirable Criteria

- Previous experience with coordinating travel and accommodation logistics with state level teams
- Previous Team Manager experience
- Previous experience with finances and managing budgets, particularly for team campaigns
- Commitment to attend weekly training



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### Remuneration

The role is essentially a volunteer position, but reasonable costs will be covered by the team

- Part or all of travel costs to the tournament, and any accommodation costs as necessary. These costs are to be borne partly by the players trying out for and selected to the team, so it is imperative that coaches act to minimize these costs.

### Performance Review

The Team Manager will provide the following reports to Ultimate Victoria:

- A preliminary budget with anticipated costs per player for the campaign
- Final budget with actual costs following the completion of the campaign. To submit alongside the Coach Debrief report

### How to apply

Submit a completed **Application Form** to [jack@ultimatevictoria.com.au](mailto:jack@ultimatevictoria.com.au) by Friday 16<sup>th</sup> March. The **Application Form** is available on the website.

The first part of the application form will include the following information:

- Name, address and contact details
- The Division and Position you are applying for
- Selection Criteria

The second part of the application form may include a brief curriculum vitae with any qualifications/certificates, previous experience as a player and coach, written testimony, referees or anything else the candidate deems necessary to address the job description and impress the Appointment Panel.

### Appointment Process

An Appointment Panel will review all written applications, which are due by **Friday 16<sup>th</sup> March**. Please send all applications to [jack@ultimatevictoria.com.au](mailto:jack@ultimatevictoria.com.au) by **Friday 16<sup>th</sup> March**.

The appointment process may involve a brief phone interview.

It is anticipated that the Team Manager role will be appointed by Friday 23<sup>rd</sup> March.